

# ADAMS COUNTY BOARD OF SUPERVISORS ORGANIZATIONAL MEETING AGENDA

P1

Adams County Board Room

April 19, 2016 9:30 a.m.

1. Call to Order by the County Clerk
2. Was meeting properly announced?
3. Administration of the Oath of Office by the County Clerk
4. Roll Call
5. Moment of silence
6. Pledge of Allegiance
7. Approve agenda
8. Election of County Board Chair (two (2) year term)
9. Election of 1<sup>st</sup> Vice-Chair (two (2) year term)
10. Election of 2<sup>nd</sup> Vice-Chair (two (2) year term)
11. Approval of March 15, 2016 minutes
12. Public participation
13. Announcement of Meetings, Report of Supervisors' Claims read by the County Clerk and appoint six (6) Supervisors to approve claims: Wysocky, Allen, Babcock, Borud, Carlson and Colburn.
14. **Claims:** None
15. **Correspondence:** Adams County residents/landowners petitions regarding the proposed rezoning Ag to Forest Land are available in the County Clerk's office upon request.
16. **Unfinished Business:** Ordinance 05-2016 Adams County Building Construction Enactment Ordinance
17. **Reports and Presentations:**
  - A. Miscellaneous:
    - Highway Department 2015 Annual Report (full report on file in County Clerk's Office)
    - Daric Smith, RIDC hand out a written report
    - Report by Thaddeus Kubisiak, County Manager/Administrative Coordinator

## 18. Review Committee Minutes

Ad Hoc Brd Rules 2/12, 2/26	County Board 3/15	Hwy 3/10	Safety 3/17
Admin & Fin 3/4	CJCC 3/14	L&W 2/8, 3/14	Solid Waste 3/9
Airport 3/14	H&HS/Vet Serv 1/11,	Library 2/22	Surveyor March 2016
Board of Adj 3/15	2/8, 3/14	Property 3/10	UW Ext 3/8
		PS&J 3/9	

## 19. **Resolutions:**

**Res. #17:** To adopt rules to govern the County Board consistent with the requirement of seating a new County Board.

**Res. #18:** Resolution to appoint Kelly Oleson to the position of Health and Human Services Director at a starting hourly wage of \$35.69.

**Res. #19:** Resolution to approve out-of-state travel and accommodations for Sarah Grosshuesch to Dallas, TX from April 16 to April 23, 2016.

**Res. #20:** Resolution to approve out-of-state travel and accommodations for Public Health Nurse Supervisor to Aurora, IL on April 20<sup>th</sup>, 2016.

**Res. #21:** To encourage the state legislature to enact meaningful groundwater protection legislation.

**Res. #22:** Resolution authorizing Adams County to reapply for a minimum of \$200,000 grant from the Wisconsin Department of Children and Families, Family Foundations Comprehensive Home Visiting Program to fund an intensive home visiting program in Adams County.

**Res. #23:** To Sell County Advertised Property #30-3561

**Res. #24:** To Sell County Advertised Property #30-3560

P2 **Res. #25:** To Sell County Advertised Property #30-2694

20. **Ordinances:**

**Ord. #06:** Rezone four parcels (approx. 13.1 acres) located in the NW ¼, SE ¼, & SW ¼, SE ¼, Section 15, Township 15 North, Range 7 East to include Lots 4 & 5 of CSM 4560, Lot 1 of CSM 4561 and Lot 1 of Deep Lake Assessor's Plat #1, Town of Jackson, Adams County, Wisconsin, from an R-3 Residential District to a B-1 Rural Business District of the Adams County Comprehensive Zoning Ordinance.

**Ord. #07:** Rezone 13.1 acres located in the NW ¼, SE ¼, & SW ¼, SE ¼, Section 15, Township 15 North, Range 7 East to include Lots 4 & 5 of CSM 4560, Lot 1 of CSM 4561 and Lot 1 of Deep Lake Assessor's Plat #1, Town of Jackson, Adams County, Wisconsin, from a Recreational/Residential District to a General Purpose District.

**Ord. #08:** Rezone parcel (approx. 10 acres) located in the E ½, E ½, Section 6, Township 16 North, Range 6 East, Lot 1 of CSM 4019 at N2507 State Road 13, Town of Easton, Adams County, Wisconsin, from a Conservancy District to a Recreational/Residential District.

**Ord. #09:** Rezone approx. 37.18 acres located in the NE ¼, SW ¼, Section 15, Township 15 North, Range 7 East, Fish Lane, Town of Jackson, Adams County, Wisconsin, from an A1 Exclusive Agriculture District to an R-1 LL Residential District (approx. 11.13 acres) and A3 Secondary Agriculture District (approx. 26.05 acres) of the Adams County Comprehensive Zoning Ordinance.

**Ord. #10:** Social Hosting Ordinance discouraging underage possession/consumption of alcohol, etc.

21. **Denials:** None

22. **Petition:** None

23. Approve claims

24. Approve Per Diem and Mileage.

25. Motion for County Clerk correct any and or all errors

26. Set next meeting date(s)

27. Adjournment



**ORDINANCE 05 - 2016****ADAMS COUNTY BUILDING CONSTRUCTION ENACTMENT ORDINANCE**

**The County Board of Supervisors of the County of Adams does ordain as follows:**

**WHEREAS:** Adams County is a progressive county that realized the importance of providing building construction inspection services in order to promote the safety and well being of persons occupying or using such buildings and that of the general public; and

**WHEREAS:** Under the authority granted by Wisconsin Statute 59.70 (1), Adams County established a Building Construction Ordinance; and

**WHEREAS:** On September 14, 1971, Adams County adopted "AN ORDINANCE PROVIDING FOR THE REGULATION OF BUILDING CONSTRUCTION and for the APPOINTMENT OF A BUILDING INSPECTOR" ; and

**WHEREAS:** On November 14, 1972, revisions to said Ordinance were adopted; and

**WHEREAS:** On June 17, 1980, revisions to said Ordinance were adopted; and

**WHEREAS:** Under the authority currently granted by Chapters 59.70 and 101.60 through 101.965 of the Wisconsin Statutes and Department of Safety and Professional Services (DSPS) Wisconsin Administrative Code chapters 316 and 320 through 325 {Uniform Dwelling Code}, Adams County desires to continue providing quality building construction inspections; and

**WHEREAS:** This Building Construction Ordinance provides certain minimum standards, provisions and requirements for safe and stable design, methods of construction and uses of materials in buildings and/or structures hereafter erected, constructed, enlarged, altered, repaired, moved, converted to other uses or demolished, and regulates the equipment, maintenance, use and occupancy of all such buildings and/or structures;

**WHEREAS:** Formerly, the Wisconsin Department of Commerce regulated the Uniform Dwelling and Commercial Construction Codes and the Wisconsin Department of Safety and Professional Services now regulates those Construction Codes, Adams County desires to update the Building Construction Ordinance accordingly.

**WHEREAS:** This Building Construction Ordinance does not apply within municipalities which have enacted ordinances or codes concerning the same subject matter or in municipalities where building inspection services are provided by an entity other than Adams County.

**WHEREAS:** Notice of the public hearings at which this matter was considered was published on January 20, 2016 and January 27, 2016 and February 17, 2016 and February 24, 2016 in the Adams County Times Reporter; and

**WHEREAS:** The Adams County Planning & Zoning Committee conducted public hearings on the proposed amendments to the Adams County Building Construction Ordinance on February 03, 2016 and March 02, 2016 and after evaluating all data and evidence presented at the hearing, the Planning & Zoning Committee moved to recommend approval as stated below.

**NOW THEREFORE, the Adams County Board of Supervisors does hereby ordain as follows:** Adams County desires to continue to protect and foster the health, safety and well being of persons occupying or using buildings and that of the general public living in and / or visiting Adams County by requiring Building Permits and building construction inspections. Upon enactment of this Building Construction Ordinance, any and all other Adams County Building Construction Ordinances become invalid.

Recommended for enactment by the Planning and Zoning Committee this 2<sup>nd</sup> day of March, 2016.

Joe Stuebler  
Barbara A. Morgan  
Ernest Babcock  
Al Sebastian

Mark Hamberg  
Rocky Hilary  
Flourice Johnson

Enacted \_\_\_\_\_  
 Defeated \_\_\_\_\_ by the Adams County Board of Supervisors  
 Tabled \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 County Board Chair

\_\_\_\_\_  
 County Clerk



*County Planning and Zoning Committee:*

Joe Stuchlak, Chairperson  
 Larry Babcock      Barb Morgan  
 Rocky Gilner      Al Sebastiani  
 Mark Hamburg      Randy Theisen

Adams County Planning & Zoning Dept.

P. O. Box 187, Friendship, WI 53934  
 Phone: 608 339 - 4222  
 Fax: 608 339 - 4504

*County Board of Supervisors -*

District #18: John West, Chair  
 District #1: Mark Hamburg  
 District #2: Rocky Gilner  
 District #3: Larry Babcock  
 District #4: Larry Borud  
 District #5: Jerry Kotlowski  
 District #6: Barb Morgan  
 District #7: Joe Stuchlak  
 District #8: Robin Skala  
 District #9: Dan Wysocky

District #10: Jake Roseberry  
 District #11: Robert Eggebrecht  
 District #12: Vacant  
 District #13: Florence Johnson  
 District #14: Orin Nigh  
 District #15: Jack Allen  
 District #16: Robert Grabarski  
 District #17: Lori Djumadi  
 District #19: David Repinski:  
 District #20: Paul Pisellini

*County Corporation Counsel -*

Kenneth M. Wagner

*County Clerk -*

Cindy Phillippi

*County Planning and Zoning Administrator -*

Philip A. McLaughlin

[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

OFFICE HOURS:    8:00 AM – 4:30 PM

## EFFECTIVE DATES:

This Ordinance shall take effect after a Public Hearing, adoption by the County Board of Supervisors, transmittal to each Town Clerk.

ENACTED THIS 14<sup>th</sup> DAY OF September 1971      Ord. #: C-17-1971      Hearing Date: Unknown

REVISED THIS 14<sup>th</sup> DAY OF November 1972      Ord. #: Unknown      Hearing Date: 10-31-72

REVISED THIS 17<sup>th</sup> DAY OF June 1980      Ord. #: 3-1980      Hearing Date: 04-30-80

REVISED THIS      DAY OF  
Public Hearing: 02-03-16 & 03-02-16  
Board Enactment: 03-15-16

## ATTESTED:

John West  
CHAIRPERSON OF COUNTY BOARD

Cindy Phillippi  
COUNTY CLERK

County Ordinance Enactment			
Town	03-15-16		
Adams	X		
Big Flats	X		
Colburn	X		
D. Prairie	X		
Easton	X		
Jackson	X		
Leola			
Lincoln			
Monroe	X		
N. Chester	X		
N. Haven	X		
Preston	X		
Quincy			
Richfield	X		
Rome			
Springville	X		
S. Prairie			
County	X		



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BUILDING CONSTRUCTION ORDINANCE FOR  
ADAMS COUNTY, WISCONSIN

## SECTION 1 - INTRODUCTION

### 1-1.00 AUTHORITY

This code is adopted under the authority granted by Chapters 59.70 and 101.60 through 101.965 of the Wisconsin Statutes and SPS chapters 316 and 320 through 325 of the Wisconsin Administrative Code {Uniform Dwelling Code}, which, with all amendments thereto, are hereby incorporated in this Code by reference. The following commercial building codes SPS chapters 361 through 366 which, with all amendments thereto, are hereby incorporated in this Code by reference.

### 1-2.00 TITLE

This ordinance shall be known as the "Adams County Building Construction Ordinance" and referred to herein as Ordinance or Code.

### 1-3.00 PURPOSE

This Code provides certain minimum standards, provisions and requirements for safe and stable design, methods of construction and uses of materials in buildings and/or structures hereafter erected, constructed, enlarged, altered, repaired, moved, converted to other uses or demolished, and regulates the equipment, maintenance, use and occupancy of all such buildings and/or structures, its purpose being to protect and foster the health, safety and well-being of persons occupying or using such buildings and that of the general public.

### 1-4.00 INTENT

The intent of this Ordinance is to enforce minimum standards for fire safety, structural strength, energy conservation, erosion control, heating, plumbing and electrical systems and general health and safety in new dwellings and accessory buildings.

### 1-5.00 SCOPE

1-5.01 The provisions of this Code shall govern the construction, alteration, occupancy, demolition and moving of all buildings and structures within Adams County. The provisions of this code supplement the laws of the State of Wisconsin pertaining to construction and use of buildings and structures. Every new building hereafter erected in and every building hereafter moved within or into Adams County shall conform to all the requirements of this code, except as they are herein specifically exempted from part or all of its provisions. Any alteration, enlargement or demolition of an existing building and any installation in an existing building of electrical, gas, heating, plumbing or ventilating equipment shall conform to the requirements of this Code. The conversion of any building to residential, commercial or industrial use, when said building was not immediately before so used, shall be subject to the requirements of this Code in the same manner as if it were a new building.

1-5.02 The County Building Inspector shall provide inspection services for only those Towns in which the County issues Building Permits.

## **1-6.00 SEVERABILITY**

1-6.01 This Ordinance and the various parts, sections, subsections, and clauses are declared to be severable. If any part, section, subsection, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected.

1-6.02 If any application of this Ordinance to a particular structure, land, or water is adjudged unconstitutional or invalid by a court of competent jurisdiction, such judgment shall not be applicable to any other structure, land, or water not specifically included in the judgment.

## **1-7.00 ABROGATION AND GREATER RESTRICTIONS**

It is not intended by this Code to repeal, abrogate, annul, impair, or interfere with any easements or permits previously adopted or issued pursuant to law. However, where this Code imposes greater restrictions, the provisions of this code shall govern.

## **1-8.00 INTERPRETATION**

In their interpretation and application, the provisions of this Code shall be held to be minimum requirements adopted to promote the health, safety, morals, comfort, prosperity and general welfare of the people of Adams County. These provisions shall be liberally construed in favor of the county, and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes.

## **SECTION 2 - BUILDING INSPECTOR**

### **2-1.00 APPOINTMENT AND GENERAL POWERS**

2-1.01 The County Board shall appoint a Building Inspector, who shall have the power and duty to enforce the provisions of this ordinance and of all other ordinances, laws and orders of the State of Wisconsin which relate to building construction and plumbing and electrical installations. The Building Inspector shall be removable by a two-thirds vote of the County Board for cause upon written charges and after public hearing.

2-1.02 The County Building Inspector shall provide inspection services for only those Towns in which the County issues Building Permits.

### **2-2.00 RIGHT OF ENTRY**

In the discharge of his duties, the Building Inspector shall have the right to enter the buildings and premises at all reasonable times. Any person interfering with the said inspector while in performance of the duties prescribed in this ordinance shall be fined as hereinafter provided.

### **2-3.00 POWER OF MODIFICATION**

The Building Inspector shall have the power to pass upon any questions arising under the provisions of this ordinance relating to buildings not covered by the Wisconsin Uniform Dwelling code when practical difficulties occur in carrying out structural or mechanical provisions of the County Building Code or such provision upon application of the owner or his representative, provided that the spirit and intent of this



Code shall be observed and public welfare and safety be assured. The application for modification and the final decision of the Building Inspector shall be in writing and shall be officially recorded with the permanent application for the permit in the permanent records of the Building Inspector's office.

## **2-4.00 APPEAL**

Any person feeling himself aggrieved by any order or ruling of the Building Inspector, not covered by the Wisconsin Uniform Dwelling Code, may appeal from such ruling within twenty (20) days after written notice of such ruling shall have been delivered to him. Such appeal is to be in writing, setting forth the order appealed from, and the respects in which said person feeling himself aggrieved claims that said order or ruling is erroneous or illegal. Said notice of appeal shall be filed with the County Zoning Administrator, who shall notify the Board of Adjustment of such appeal, and the appeal shall be heard by the Board of Adjustment. "The Board of Adjustment, after consideration thereof, shall affirm, reverse or modify said ruling in the manner which the board deems just in the circumstances." The ruling or order of the inspector shall be enforced until changed by said Board of Adjustment.

## **SECTION 3 - BUILDING PERMITS AND INSPECTION**

### **3-1.00 PERMIT REQUIRED**

No building of any kind shall be moved within or into Adams County and no new building or structure or any part thereof, as defined in Section 1-5.00, except as exempted in Section 18, shall hereafter be erected, or ground broken for the same, or enlarged, altered, demolished or used within Adams County except as herein provided, until a permit therefore shall first have been obtained by the owner, or his authorized agent.

### **3-2.00 APPLICATION**

Application for a building permit shall be made in writing upon a form furnished by the Building Inspector and shall state the name and address of the owner of the land, and also of the owner of the building if different, the legal description of the land upon which the building is to be located, the name and address of the designer, the use to which said building is to be put, and shall contain such other information as the Building Inspector may require.

### **3-3.00 PLANS**

With such application there shall be submitted a complete set of plans and specifications, which shall include the following:

**3-3.01 A site map drawn to scale, adequately dimensioned, clearly showing the exact location of all structures existing or to be constructed. Front, side and rear yards shall be clearly indicated.**

**3-3.02 Building plans including floor plans of all habitable floors and the basement or foundation plan clearly indicating sizes and spacing of all supporting members, sizes of rooms, glass areas, door openings and stair runs and a sectional drawing clearly indicating sizes of footings, thickness of basement walls and all floor slabs, wall construction, sizes and spacing of framing members, ceiling heights and parapet heights and braced wall detail.**

3-3.03 Material and equipment specifications describing the quality, kind, and grade of material and equipment, if deemed necessary by the Building Inspector. Such plans and specifications shall be submitted in duplicate; one set shall be returned after approval as hereinafter provided; the other set shall remain on file in the office of the County Building Inspector. All plans and specifications shall be signed by the person by whom they were drawn.

### **3-4.00 WAIVER OF PLANS**

If the Building Inspector finds that the character of the work is sufficiently described in the application, he may waive the filing of plans for alterations or repairs.

### **3-5.00 APPROVAL OF PLANS**

If the Building Inspector determines that the building will comply in every respect with all applicable ordinances of Adams County and all applicable laws and orders of the State of Wisconsin, he shall conditionally approve and stamp one set of the plans and return it to the owner, and shall issue a Building Permit therefore which shall state the use to which the said building is to be put, which shall be kept and displayed at the site of the proposed building. After being approved, the plans and specifications shall not be altered in any respect, which involves the safety of the building or the occupants, except with the written consent of the Building Inspector. In case adequate plans are presented for part of the building only, the Building Inspector may, at his discretion, issue a permit for a part of the building before receiving the plans and specifications for the entire building.

### **3-6.00 MINOR REPAIRS**

Ordinary repairs to buildings may be made without application or notice to the Building Inspector, but such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the exit requirements. Ordinary repairs shall not include additions to, alterations of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent, or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

### **3-7.00 FEES**

Fees shall be set by the County Board.

3-7.01 In all cases when work is started prior to obtaining a permit, the fee shall be doubled or \$200.00, whichever is greater.

3-7.02 Cancelled and refunded permits are subject to a 10% surcharge.

### **3-8.00 INSPECTION OF WORK**

Inspections shall be conducted per Section SPS 320.10 of the Wisconsin Uniform Dwelling Code. After each notification, an inspection shall be made within forty-eight (48) hours after receipt of such notification, excluding Saturdays, Sundays, and Holidays. If the construction meets the requirements of this code at the stage of construction, the Building Inspector shall issue his written approval thereof and the permit holder shall thereupon be authorized to proceed to the next construction stage.



### **3-9.00 VIOLATIONS AND REVOCATION PERMIT**

Should the Building Inspector determine that the construction is not proceeding according to plan filed or is in violation of any provision of this Code or any other applicable ordinance, regulation or law, he shall so notify the permit holder and further construction shall be stayed until correction has been effected and approved by the Building Inspector upon notice and request for re-inspection duly made.

Should the permit holder fail to comply with the requirements at any stage of construction, the Building Inspector is hereby empowered to cancel the building permit issued and shall cause notice of such cancellation to be securely posted upon said construction. Posting of such notice shall be considered sufficient notification to the permit holder of cancellation thereof. No further work shall be undertaken or permitted upon such construction until a valid Building Permit shall thereafter have been issued.

### **3-10.00 PERMIT EXPIRATION**

Unless building operations are commenced within twenty-four (24) months from the date of issuance, a building, electrical or plumbing permit shall expire and be void. If the permit(s) have lapsed, to commence construction, all permits as appropriate must be reissued and the current fees and construction codes shall apply. If the permit(s) have not lapsed, they may be extended for a twenty-four (24) month period upon payment in the amount of ten percent (10%) of the original fee(s) and the codes in effect upon the original permit issuance date shall apply.

### **3-11.00 RECORDS**

The Building Inspector shall keep a record of all permits, fees and inspections under this Code.

## **SECTION 4 - ELECTRICAL PERMITS AND INSPECTION**

### **4-1.00 STATE CODE APPLIES**

All electrical work, including the placing of wires and other equipment, shall conform to the National Electrical Code and the Wisconsin State Electrical Code and amendments thereto this date, which is hereby made by reference a part of this Code. A copy of such Code and amendments shall be kept on file in the office of the Building Inspector.

### **4-2.00 PERMIT REQUIRED**

No electrical wiring or other equipment shall be installed or altered without first securing a permit, except that the repair or replacement of broken or defective sockets, switches, or base receptacles may be made without a permit.

### **4-3.00 APPLICATION**

The application for such permit shall be on a form furnished by the Building Inspector and shall clearly state the work planned, alterations to be made, and equipment and materials to be used. All later deviations from such plan must be submitted to and approved by the Building Inspector.

### **4-4.00 FEES**

Fees to be paid for electrical permits shall be set by the County Board.

4-4.01 In all cases when work is started prior to obtaining a permit, the fee shall be doubled or \$200.00, whichever is greater.

4-4.02 Cancelled and refunded permits are subject to a 10% surcharge.

#### **4-5.00 INSPECTION OF WORK**

After roughing in the wiring of any building and before any such work is covered up, or upon completion of any outside construction work, it shall be the duty of the person doing such work to notify the Building Inspector who shall thereupon inspect the same. Upon completion of such wiring, the Inspector shall be notified and shall inspect the finished work. If he finds that the work conforms to the State Electrical Code, he shall issue a Certificate of Compliance, which shall contain the date and an outline of the result of such inspection, a duplicate of which shall be filed by location in the office of the Building Inspector. It shall be unlawful to use any such electrical equipment until such Certificate has been issued, except by written permission of the Building Inspector.

### **SECTION 5 - PLUMBING PERMITS AND INSPECTION**

#### **5-1.00 STATE CODE APPLIES**

The construction, reconstruction, installation and alteration of all plumbing, drainage and plumbing ventilation shall conform to the Adams County Sanitary Ordinance and to the Wisconsin State Plumbing Code and all amendments thereto, which is hereby made by reference a part of this Code. A copy of such Code shall be kept on file in the office of the Building Inspector.

#### **5-2.00 PERMIT REQUIRED**

No plumbing or drainage of any kind shall be installed or altered except that leakage or stoppage repairs may be made, without first securing a permit therefore from the Building Inspector.

#### **5-3.00 APPLICATION**

The application for such permit shall be on a form furnished by the Building Inspector and shall clearly state the work planned, alterations to be made, and equipment and materials to be used. All later deviations from such plan must be submitted to and approved by the Building Inspector.

#### **5-4.00 FEES**

Fees to be paid for plumbing permits shall be set by the County Board.

5-4.01 In all cases when work is started prior to obtaining a permit, the fee shall be doubled or \$200.00, whichever is greater.

5-4.02 Cancelled and refunded permits are subject to a ten percent (10%) surcharge.

#### **5-5.00 INSPECTION OF WORK**

Upon completion of the plumbing work on any premises, the person doing the work shall notify the Building Inspector before such work is covered up, and the Building Inspector shall thereupon inspect the



work. No person shall use or permit to be used any plumbing or drainage until it has been inspected and approved by the Building Inspector.

## **SECTION 6 - APPLICATION OF STATE AND NATIONAL CODES**

The Building Code, the Electrical Code, the Plumbing Code, the Heating Ventilating & Air Conditioning Code, the Flammable Liquids Code of the State of Wisconsin, and the amendments thereto to this date, are hereby made a part of this Code, and it shall be the duty of the Building Inspector to enforce the provisions thereof.

Any violation of said Codes or amendments thereto to this date shall constitute a violation of this Code, whether unlawful building, alteration, installation, moving or construction involved is specifically covered by other provisions of this Code or not, and shall render the violator liable to the penalties contained herein.

## **SECTION 7 – VIOLATION AND PENALTY**

### **7-1.00 VIOLATIONS**

It shall be unlawful to construct or use any structure in violation of any of the provisions of this Ordinance. In case of any violation, the County Board, the Zoning Administrator, the County Planning and Zoning Committee, or any property owner who would be specifically damaged by such violation may institute appropriate action or proceeding to enjoin the violation of this Ordinance.

### **7-2.00 PENALTIES**

Any person, firm, or corporation who fails to comply with the provisions of this Ordinance shall, upon conviction thereof, forfeit not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00) and costs of prosecution for each violation and, in default of payment of such forfeiture and costs, shall be imprisoned in the County Jail until payment thereof, but not exceeding thirty (30) days. Each day a violation exists or continues shall constitute a separate offense. In any such action, the fact that a permit was issued shall not constitute a defense, nor shall any error, oversight, or dereliction of duty on the part of the Building Inspector constitute a defense.

## **SECTION 8 - NONASSUMPTION OF LIABILITY**

This Code shall not be construed as assuming any liability on the part of the County or any official or employee thereof for damages to anyone injured or for any property destroyed by any defect in any building or equipment, or in any plumbing or electric wiring or equipment.

## **SECTION 9 - ADDITIONS OR ALTERATIONS TO EXISTING DWELLINGS**

Any additions or alterations to existing dwellings shall comply with the construction and mechanical provisions of the Wisconsin Uniform Dwelling Code.

## **SECTION 10 - MULTIFAMILY DWELLINGS**

Residences occupied by three (3) or more families living independently or occupied by two (2) such families and used also for business purposes shall comply with applicable provisions of the Wisconsin Administrative codes SPS 361-366 as applicable:



## **SECTION 11 – REPAIRS**

Repairs or maintenance to existing dwelling or multiple dwelling units, or to electrical, heating, ventilating, air conditioning and other systems installed therein shall comply with the provisions of the Wisconsin Uniform Dwelling Code and/or Commercial codes SPS 361-366 as applicable.

## **SECTION 12 - MOVING OF BUILDING**

### **12-1.00 FINANCIAL SECURITY AND COMPLIANCE REQUIREMENTS**

**12-1.01 Dwelling building:** Before any dwelling building is moved within or into any municipality under the jurisdiction of this ordinance, a Zoning Permit must first be obtained from the Building Inspector. Before a permit to move any dwelling building is granted by the building Inspector, the party applying shall provide an Inspection Report from a Wisconsin licensed engineer or architect concluding that the structure meets the Wisconsin Uniform Dwelling Code standards and is otherwise habitable, as applicable and the requirements of this Ordinance. The party applying shall also therefore provide a Bond or a Standby Letter of Credit in the sum of Twenty-Five Thousand Dollars (\$25,000.00). NOTE: Bond and Letter of Credit requirements do not apply when moving a dwelling building to another location on the same lot or when placing a new dwelling structure such as a manufactured home or manufactured dwelling.

**12-1.02 Non-dwelling building:** Before any non-dwelling building is moved within or into any municipality under the jurisdiction of this ordinance, a Zoning Permit must first be obtained from the Building Inspector. The party applying shall also therefore provide a Bond or a Standby Letter of Credit in the sum of Twenty-Five Thousand Dollars (\$25,000.00). NOTE: Non-dwelling buildings one hundred fifty (150) sq. ft. or less do not require a Bond or Letter of Credit. NOTE: Bond and Letter of Credit requirements do not apply when moving a non-dwelling building to another location on the same lot.

**12-1.03 All buildings:** The party applying shall provide an affidavit including the condition that said party will save and indemnify any judgments, costs and expenses which can in any way accrue against Adams County or the respective municipality and will save the County and respective municipality harmless against all liabilities, judgments, costs, and expenses in consequence of the granting of such permit. Every permit to move a building shall state all conditions to be complied with, designate the route to be taken and the time limit for removal.

### **12-2.00 DENIAL**

The Building Inspector shall have the power to deny a permit to move a building, which he finds, does not conform to the Building Construction Ordinance of Adams County.

### **12-3.00 TRANSPORT REGULATIONS**

The transport of a building shall be continuous during all hours of the day, and day by day, and at night if the building Inspector shall so order, until completed, with the least possible obstruction to thoroughfares. No building shall be allowed to remain overnight upon any street crossing or intersection or so near to any fire hydrant as to prevent easy access thereto. Lighted lanterns shall be kept in conspicuous places at each end of the building during the night. The proper authority shall be consulted regarding the moving of all wire; poles, etc., and the trimming or cutting of all trees; all costs incurred by the above alterations shall be paid by the party requesting the permit, and the permission in writing of the proper authority together with a statement of the cost paid for such alterations shall be required before the issuance of the permit.

## **12-4.00 INSPECTION AND REPAIR OF STREETS AND HIGHWAYS**

Every person receiving a permit to move a building shall, within one day after said building has reached its destination, report that fact to the Building Inspector. The Building Inspector shall thereupon inspect the streets and highways over which said building has been moved and ascertain their condition. If the removal of said building has caused any damage to the streets and highways, the building-mover shall forth-with place them in as good repair as they were before the permit was granted. Upon failure of the building-mover to do so within ten (10) days thereafter to the satisfaction of the Building Inspector, the County board shall provide for repair of the damage done to such streets and highways and hold the sureties of the bond given by the building-mover responsible for the payments of the same.

## **12-5.00 PERMIT FEES**

Before the Building Inspector shall issue a permit to move a building the Inspector shall collect a fee to be set by the County board. This fee shall be in addition to all other fees provided for in this Code and any other applicable Code or Ordinance.

## **SECTION 13 - RAZING OF BUILDING**

### **13-1.00 GENERAL**

Before a building can be demolished or removed, the owner or agent shall notify all utilities having service connections within the building, such as water, electric, gas, sewer and any other constructions. A permit to demolish or remove a building shall not be issued until it is ascertained that service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in a safe manner.

### **13-2.00 EXCAVATIONS**

Excavations shall be filled with solid fill to match lot grade, within fifteen (15) days of removal of the structure.

### **13-3.00 PERMIT FEES**

Before the Building Inspector shall issue a permit to demolish or remove a building, he shall collect a fee to be set by the County Board.

## **SECTION 14 - ACCESSORY BUILDINGS**

As provided in the Wisconsin Uniform Dwelling Code, accessory buildings shall comply with the same construction provisions as required for a dwelling regarding roof load and wind load. NOTE: Accessory buildings shall not be used for permanent or temporary human habitation or for sleeping areas. Accessory buildings may not contain dwelling components including but not limited to kitchens and bedrooms. Accessory buildings may contain a bathroom group.

### **14-1.00 EXCEPTION**

Accessory buildings less than one hundred fifty (150) square feet as measured by the outside perimeter are not required to comply with this ordinance. The maximum overhang allowed on the roof is one (1) foot measured horizontally.



## SECTION 15 - DETACHED GARAGES

**15-1.00 CONSTRUCTION REQUIREMENTS** As provided in the Wisconsin Uniform Dwelling Code, accessory buildings shall comply with the same construction provisions as required for a dwelling regarding roof load and wind load.

15-1.01 DOORS. All detached garages shall have an openable garage door of not less than eight (8) feet wide by seven (7) feet high, in addition to one service door of not less than two (2) feet six (6) inches wide by six (6) feet four (4) inches high.

15-1.02 LOCATION. Unless otherwise regulated under applicable zoning, detached garages of wood frame construction shall be located not less than ten (10) feet from any residence building, except that such distance may be reduced to not less than five (5) feet when the interior walls of such garage adjacent to a residence building are protected with not less than one-hour fire resistive construction.

15-1.03 FLOOR SURFACE. The floor in all private garages shall be of approved construction. No openings or pits in the floor shall be permitted, except for drainage.

## SECTION 16 - MOBILE & MANUFACTURED HOMES

Manufactured homes must be placed on piers, which conform to SPS 321.40 of the Wisconsin Uniform Dwelling Code or a foundation designed and certified by a licensed Wisconsin Engineer.

## SECTION 17 - EXEMPTIONS

**17-1.00 EXEMPT STRUCTURES.** The following structures do not require a Building Permit. NOTE: Other permit(s) and inspections may be required as applicable.

17-1.01 FARM BUILDINGS: Non-dwelling buildings used exclusively for farm operations including barns, silos, sheds and similar structures.

17-1.02 INDIAN RESERVATIONS: Dwellings located on Indian reservation land held in trust by the United States.

17-1.03 HISTORICAL BUILDINGS: Historical buildings designated as such by the federal, state, or county government.

17-1.04 STATE AND FEDERAL BUILDINGS: State and Federal buildings designated as such by the federal, state, or county government.

17-1.05 TEMPORARY BUILDINGS: Used exclusively for construction purposes, not exceeding one story in height, not used for living quarters and not to exceed one (1) year in duration.

## SECTION 18 - DEFINITIONS

### 18-1.00 GENERAL

For the purposes of this Code, the following words and phrases shall have the meanings assigned to them in this section. Words and phrases not herein otherwise defined, shall have the meanings accepted by common usage.



18-1.01 ACCESSORY BUILDING. A part of a principal building, or a supplemental building located on the same lot with a principal building and generally used for storage, private garage, or other use customarily incident to a residence use.

18-1.02 ADDITION. Any new construction whereby an existing building or structure.

18-1.03 ADJOINING LOT LINE. The line between adjoining lots, plots of land, whether or not the parcels of land are in different or common ownership.

18-1.04 ALTERATION. Any changes, or modification in construction or occupancy.

18-1.05 AREA. As applied to dimensions, means the maximum horizontal projected area of a building, structure, room, apartment or open space, not including overhangs.

18-1.06 BEARING. That area of any structural unit of a building or structure, which is in direct contact with the supports, which receive the loads from that unit.

19-1.07 BUILDING. Any structure built for the support, shelter or enclosure of persons, animals, chattels, or property of any kind including mobile homes, modular houses, manufactured homes, prefabricated houses, or similar structures.

18-1.098 BUILDING INSPECTOR. The officer charged with the administration and enforcement of this Code or his regularly authorized deputy.

18-1.9 DWELLING. A building which is designed or used or which is intended to be used as a residence or place of abode.

18-1.10 ESTABLISHED GRADE. The grade of the street as established by ordinance at the centerline of the street.

18-1.11 EXISTING. A building, structure, equipment, or premises completed or in course of construction, or used or occupied, and for which a legal permit has been issued prior to the effective date of this Code.

18-1.12 FLOOR AREA. The net area of any floor space enclosed by exterior walls, firewalls, or absolute fire separation.

18-1.13 FOOTINGS. That portion of the foundation of a structure, which spreads and transmits loads directly to the soil or the piles.

18-1.14 FOUNDATION. The supporting structure as a whole, below the lowest floor upon which rests the superstructure of a building or structure.

9-1.15 GARAGE. A building or portion thereof in which a motor vehicle containing gasoline, distillate, or other volatile, flammable liquid in its tank is stored, repaired, or kept.

18-1.16 GARAGE, PRIVATE. A building or a portion of a building in which only motor vehicles used by the tenants of the building or buildings on the premises are stored or kept.

18-1.17 GRADE, BUILDING. Elevation of ground adjacent to the structure.

18-1.18 GRADE, LUMBER. The classification of lumber in regard to stress and grade.

18-1.19 HABITABLE ROOMS. Rooms used for human occupancy; for example but not confined to the following:

- (A) Bedroom – A habitable room in a dwelling unit intended for use primarily for sleeping purposes.
- (B) Living Room – the principal habitable room in a dwelling unit designed for or appropriated to the general occupancy or use of a family or household.

18-1.20 LINTEL. The beam or girder placed over an opening in a wall, which supports the wall construction above

18-1.21 LOADS.

- (A) Dead Load – the weight of the walls, floors, partitions, roofs, and other structural parts of a building or structure.
- (B) Live Load – All imposed, transient, moving loads, or loads due to impact, and including movable partitions in a building or structure other than dead loads.

18-1.22 LOT. A parcel of land in a single ownership occupied or to be occupied by not more than one principal or main building and the accessory buildings or uses customarily incident to it, including such open spaces as are required by this or other codes, and having its principal frontage upon street.

18-1.23 LOT LINE. A line or lines dividing one lot, plot of land, or parcel of land from an adjoining lot, plot of land, or parcel of land.

18-1.24 MECHANICAL WORK. Any electrical, plumbing or heating, ventilating or air conditioning work performed under this Code.

18-1.25 NONCONFORMING BUILDING, ETC. A lawfully existing building, premises, structure, use, materials or equipment that do not conform to the requirements of this Code.

18-1.26 OCCUPANCY OR USE. The purpose for which a building, structure, equipment, materials or premises or part thereof is used or intended to be used as regulated by this Code.

18-1.27 PERSON. Any individual, persons, partnerships, firm, organization, association, or corporation, their agents, heirs, or assigns.

18-1.28 PRINCIPAL BUILDING. A single main building or structure on a lot for specific use or occupancies.

18-1.29 REQUIRED. Mandatory by provisions of this Code.

18-1.30 ROOM. a space within a building or structure completely enclosed with walls, partitions, floor and ceiling, except for necessary openings for light, ventilation, ingress and egress.

18-1.31 SHALL. As used herein is mandatory. The same applies to the term must.

18-1.32 SQUARE FOOTAGE OF BUILDING. The actual area in square feet of the exterior perimeter of the building.



18-1.33 STRUCTURE. As specifically regulated by this Code, anything which is constructed, erected, and framed of component parts and which is fastened, anchored, or rests on permanent foundation or on the ground for any occupancy or use whatsoever, excluding fencing.

18-1.34 WALLS. Walls shall be defined as follows:

- (A) Bearing Wall – A wall that supports any load in addition to its own weight.
- (B) Cavity Wall – Wall built of masonry units or of plain concrete, or a combination of these materials, so arranged as to provide an air space within the wall, and in which the facing and backing (inner and outer parts) of the wall are tied together with metal ties.
- (C) Curtain Wall – A nonbearing wall between columns or structure.
- (D) Exterior Wall – An outer enclosing wall of a building or structure.
- (E) Faced Wall – A wall in which the masonry facing and backing are so bonded as to exert common action under load.
- (F) Nonbearing Wall – A wall that supports no load other than its own weight.
- (G) Panel Wall – A nonbearing wall in skeleton construction, built between columns or piers and wholly supported at each story.
- (H) Partition – An interior vertical structure usually of light construction serving to enclose an area, room, space, or division, extended from floor to ceiling, and having wall surfaces of approved materials as permitted by this Code.
- (I) Retaining Wall – Wall used to resist laterally imposed pressures.
- (J) Veneered Wall – Wall having masonry facing which is attached to the backing, but not so bonded as to exert common action under load; also having outer facing for the purpose of providing ornamentation, protection, or insulation.



ADAMS COUNTY BUILDING CONSTRUCTION ORDINANCE

The Board of Supervisors of Adams County Does Ordain as Follows:

ARTICLE IADMINISTRATION AND ENFORCEMENTSECTION 1. GENERAL PROVISIONS

A. TITLE. This ordinance shall be known as the "Building Code of Adams County".

B. AUTHORITY. This Code is adopted under the authority granted by Chapters 59.07 (51) and 101.60 through 101.96 of the Wisconsin Statutes and Chapters IND. 20 through 26 of the Wisconsin Administrative Code which, with all amendments thereto, are hereby incorporated in this Code by reference.

C. PURPOSE. This Code provides certain minimum standards, provisions and requirements for safe and stable design, methods of construction and uses of materials in buildings and/or structures hereafter erected, constructed, enlarged, altered, repaired, moved, converted to other uses or demolished, and regulates the equipment, maintenance, use and occupancy of all such buildings and/or structures, its purpose being to protect and foster the health, safety and well being of persons occupying or using such buildings and that of the general public.

D. SCOPE. The provisions of this Code shall govern the construction, alteration, occupancy, demolition and moving of all buildings and structures within Adams County. The provisions of this Code supplement the laws of the State of Wisconsin pertaining to construction and use of buildings and structures. Every new building hereafter erected in, and every building hereafter moved within or into Adams County shall conform to all the requirements of this Code, except as they are herein specifically exempted from part or all of its provisions. Any alteration, enlargement or demolition of an existing building and any installation in an existing building of electrical, gas, heating, plumbing or ventilating equipment, shall conform to the requirements of this Code. The conversion of any building to residential, commercial or industrial use, when said building was not immediately before so used, shall be subject to the requirements of this Code in the same manner as if it were a new building.

E. EXEMPTIONS. The following types of buildings shall be exempted from the provisions of this Code:

1. Farm buildings not for human habitation or occupancy, including barns, silos, sheds and similar structures.
2. Temporary buildings or sheds used exclusively for construction purposes, not exceeding one story in height, and not used for living quarters.

F. ABROGATION AND GREATER RESTRICTIONS. It is not intended by this Code to repeal, abrogate, annul, impair, or interfere with any existing easements, covenants, agreements, rules, regulations or permits previously adopted or issued pursuant to law. However, where this Code imposes greater restrictions, the provisions of this Code shall govern.



G. INTERPRETATION. In their interpretation and application, the provisions of this Code shall be held to be minimum requirements adopted to promote the health, safety, morals, comfort, prosperity and general welfare of the people of Adams County. These provisions shall be liberally construed in favor of the county, and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes.

## SECTION 2. BUILDING INSPECTOR

A. APPOINTMENT AND GENERAL POWERS. The County Board shall appoint a Building Inspector, who shall have the power and duty to enforce the provisions of this ordinance and of all other ordinances, laws and orders of the State of Wisconsin which relate to building construction and plumbing and electrical installations. The Building Inspector shall be removable by a two-thirds vote of the County Board for cause upon written charges and after public hearing.

B. RIGHT OF ENTRY. In the discharge of his duties, the Building Inspector shall have the right to enter the buildings and premises at all reasonable times. Any person interfering with the said inspector while in performance of the duties prescribed in this ordinance shall be fined as hereinafter provided.

C. POWER OF MODIFICATION. The Building Inspector shall have the power to pass upon any questions arising under the provisions of this ordinance relating to buildings not covered by the Wisconsin Uniform Dwelling Code. When practical difficulties occur in carrying out structural or mechanical provisions of the County Building Code or of an approved rule, the Building Inspector may vary or modify such provision upon application of the owner or his representative, provided that the spirit and intent of this Code shall be observed and public welfare and safety be assured. The application for modification and the final decision of the Building Inspector shall be in writing and shall be officially recorded with the permanent application for the permit in the permanent records of the Building Inspector's office.

D. APPEAL. Any person feeling himself aggrieved by any order or ruling of the Building Inspector, not covered by the Wisconsin Uniform Dwelling Code, may appeal from such ruling within twenty (20) days after written notice of such ruling shall have been delivered to him. Such appeal is to be in writing, setting forth the order appealed from, and the respects in which said person feeling himself aggrieved claims that said order or ruling is erroneous or illegal. Said notice of appeal shall be filed with the County Zoning Administrator, who shall notify the Board of Adjustment of such appeal, and the appeal shall be heard by the Board of Adjustment. "The Board of Adjustment, after consideration thereof, shall affirm, reverse or modify said ruling in the manner which the Board deems just in the circumstances." The ruling or order of the inspector shall be enforced until changed by said Board of Adjustment.

## SECTION 3. BUILDING PERMITS AND INSPECTION

A. PERMIT REQUIRED. No building of any kind shall be moved within or into Adams County and no new building or structure or any part thereof, as defined in Section 1 D, except as exempted in Section 1 E, shall hereafter be erected, or ground broken for the same, or enlarged, altered, demolished or used within Adams County except as herein provided, until a permit therefor shall first have been obtained by the owner, or his authorized agent.



B. APPLICATION. Application for a building permit shall be made in writing upon a form furnished by the Building Inspector and shall state the name and address of the owner of the land, and also of the owner of the building if different, the legal description of the land upon which the building is to be located, the name and address of the designer, the use to which said building is to be put, and shall contain such other information as the Building Inspector may require.

C. PLANS. With such application there shall be submitted a complete set of plans and specifications, which shall include the following:

1. A site map drawn to scale, adequately dimensioned, clearly showing the exact location of all structures existing or to be constructed. Front, side and rear yards shall be clearly indicated.

2. Building plans including (a) floor plans of all habitable floors and the basement or foundation plan clearly indicating sizes and spacings of all supporting members, sizes of rooms, glass areas, door openings and stair runs; (b) a sectional drawing clearly indicating sizes of footings, thickness of basement walls and all floor slabs, wall construction, sizes and spacing of framing members, ceiling heights and parapet heights.

3. Material and equipment specifications describing the quality, kind, and grade of material and equipment, if deemed necessary by the Building Inspector.

Such plans and specifications shall be submitted in duplicate; one set shall be returned after approval as hereinafter provided; the other set shall remain on file in the office of the County Building Inspector. All plans and specifications shall be signed by the person by whom they were drawn.

D. WAIVER OF PLANS. If the Building Inspector finds that the character of the work is sufficiently described in the application, he may waive the filing of plans for alterations or repairs.

E. APPROVAL OF PLANS. If the Building Inspector determines that the building will comply in every respect with all applicable ordinances of Adams County and all applicable laws and orders of the State of Wisconsin, he shall conditionally approve and stamp one set of the plans and return it to the owner, and shall issue a Building Permit therefor which shall state the use to which the said building is to be put, which shall be kept and displayed at the site of the proposed building. After being approved, the plans and specifications shall not be altered in any respect which involves the safety of the building or the occupants, except with the written consent of the Building Inspector. In case adequate plans are presented for part of the building only, the Building Inspector may, at his discretion, issue a permit for a part of the building before receiving the plans and specifications for the entire building.

F. MINOR REPAIRS. Ordinary repairs to buildings may be made without application or notice to the Building Inspector, but such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the exit requirements. Ordinary repairs shall not include additions to, alterations of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent, or similar piping, electric wiring or mechanical or other work affecting public health or general safety.



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G. FEES. Fees shall be set by the County Board.

H. INSPECTION OF WORK. Inspections shall be conducted per Section IND 20.10 of the Wisconsin Uniform Dwelling Code.

After each notification, an inspection shall be made within forty-eight (48) hours after receipt of such notification, excluding Saturdays, Sundays and Holidays. If the construction meets the requirements of this Code at the stage of construction, the Building Inspector shall issue his written approval thereof and the permit holder shall thereupon be authorized to proceed to the next construction stage.

I. VIOLATIONS AND REVOCATION OF PERMIT. Should the Building Inspector determine that the construction is not proceeding according to plan filed or is in violation of any provision of this Code of any other applicable ordinance, regulation or law, he shall so notify the permit holder and further construction shall be stayed until correction has been effected and approved by the Building Inspector upon notice and request for reinspection duly made.

Should the permit holder fail to comply with the requirements at any stage of construction, the Building Inspector is hereby empowered to cancel the building permit issued and shall cause notice of such cancellation to be securely posted upon said construction. Posting of such notice shall be considered sufficient notification to the permit holder of cancellation thereof. No further work shall be undertaken or permitted upon such construction until a valid Building Permit shall thereafter have been issued.

J. PERMIT LAPSES. A building, electrical or plumbing permit shall lapse and be void unless building operations are commenced within twenty-four (24) months from the date of issuance thereof.

K. RECORDS. The Building Inspector shall keep a record of all permits, fees and inspections under this Code.

#### SECTION 4. ELECTRICAL PERMITS AND INSPECTION

A. STATE CODE APPLIES. All electrical work, including the placing of wires and other equipment, shall conform to the Wisconsin State Electrical Code, adopted by the Department on Industry, Labor, and Human Relations, and amendments thereto this date, which is hereby made by reference a part of this Code. A copy of such Code and amendments shall be kept on file in the office of the Building Inspector.

B. PERMIT REQUIRED. No electric wiring or other equipment shall be installed or altered without first securing a permit therefor from the Building Inspector, except that the repair or replacement of broken or defective sockets, switches, or base receptacles may be made without a permit.

C. APPLICATION. The application for such permit shall be on a form furnished by the Building Inspector and shall clearly state the work planned, alterations to be made, and equipment and materials to be used. All later deviations from such plan must be submitted to and approved by the Building Inspector.

D. FEES. Fees to be paid for electrical permits shall be set by the County Board.

E. INSPECTION OF WORK. After roughing in the wiring of any building and before any such work is covered up, or upon completion of any outside construction work, it shall be the duty of the person doing such work to notify the Building Inspector who shall thereupon inspect the same. Upon completion of such wiring, the Inspector shall be notified and shall inspect the finished work. If he finds



that the work conforms to the State Electrical Code, he shall issue a Certificate of Compliance which shall contain the date and an outline of the result of such inspection, a duplicate of which shall be filed by location in the office of the Building Inspector. It shall be unlawful to use any such electrical equipment until such Certificate has been issued, except by written permission of the Building Inspector.

#### SECTION 5. PLUMBING PERMITS AND INSPECTION

A. STATE CODE APPLIES. The construction, reconstruction, installation and alteration of all plumbing, drainage and plumbing ventilation shall conform to the Adams County Sanitary Ordinance and to the Wisconsin State Plumbing Code adopted by the Division of Health, Department of Health and Social Services, and all amendments thereto, which is hereby made by reference a part of this Code. A copy of such Code shall be kept on file in the office of the Building Inspector.

B. PERMIT REQUIRED. No plumbing or drainage of any kind shall be installed or altered except that leakage or stoppage repairs may be made, without first securing a permit therefore from the Building Inspector.

C. APPLICATION. The application for such permit shall be on a form furnished by the Building Inspector and shall clearly state the work planned, alterations to be made, and equipment and materials to be used. All later deviations from such plan must be submitted to and approved by the Building Inspector.

D. FEES. Fees to be paid for plumbing permits shall be set by the County Board.

E. INSPECTION OF WORK. Upon completion of the plumbing work on any premises, the person doing the work shall notify the Building Inspector before such work is covered up, and the Building Inspector shall thereupon inspect the work. If he finds that the work conforms to the State Plumbing Code, he shall issue a Certificate of Compliance which shall contain the date and an outline of the result of such inspection, a duplicate of which shall be filed in the office of the Building Inspector. No person shall use or permit to be used any plumbing or drainage until it has been inspected and approved by the Building Inspector.

#### SECTION 6. APPLICATION OF STATE AND NATIONAL CODES.

The Building Code, the Electrical Code, the Plumbing Code, the Flammable Liquids Code of the State of Wisconsin, and the amendments thereto to this date, are hereby made a part of this Code, and it shall be the duty of the Building Inspector to enforce the provisions thereof.

Any violation of said Codes or amendments thereto to this date shall constitute a violation of this Code, whether unlawful building, alteration, installation, moving or construction involved is specifically covered by other provisions of this Code or not, and shall render the violator liable to the penalties contained herein.

#### SECTION 7. PENALTY

Any person, firm or corporation violating any provisions of this Code, shall upon conviction thereof forfeit not less than ten dollars (\$10.00) nor more than two hundred dollars (\$200.00) and the costs of prosecution, and in default of payment of such fine and costs shall



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be imprisoned in the County Jail until payment of such forfeiture and costs of prosecution. Each day of violation shall constitute a separate offense. In any such action, the fact that a permit was issued shall not constitute a defense, nor shall any error, oversight, or dereliction of duty on the part of the Building Inspector constitute a defense.

#### SECTION 8. NONASSUMPTION OF LIABILITY

This Code shall not be construed as assuming any liability on the part of the County or any official or employee thereof for damages to anyone injured or for any property destroyed by any defect in any building or equipment, or in any plumbing or electric wiring or equipment.

#### SECTION 9. SEVERABILITY

The several terms and provisions of this Code shall be deemed severable, and if any provision of it or the application thereof to any person or circumstances is held invalid, the remainder of the Code and the application of such provisions to other persons and circumstances shall not be affected thereby.

#### SECTION 10. EFFECTIVE DATE

This ordinance shall be in force from and after its passage, approval, publication, and recording according to law.

### ARTICLE II DEFINITIONS

#### SECTION 11. GENERAL

A. For the purpose of this Code, the following words and phrases shall have the meanings assigned to them in this section. Words and phrases not herein otherwise defined, shall have the meanings accepted by common usage.

1. Accessory Building - A part of a principal building, or a supplemental building located on the same lot with a principal building and generally used for storage, private garage, or other use customarily incident to a residence use.

2. Addition - Any new construction whereby an existing building or structure, or building or structure in course of construction, is increased in area, or cubical content.

3. Adjoining Lot Line - The line between adjoining lots, plots of land, or parcels of land of different or same ownership.

4. Alley - A right-of-way which affords a secondary means of vehicular access to abutting properties. A street shall not be considered an alley.

5. Alteration - Any changes, or modification in construction or occupancy.

6. Area - As applied to dimensions, means the maximum horizontal projected area of a building, structure, room, apartment or open space, not including overhangs.

7. Bearing - That area of any structural unit of a building or structure which is in direct contact with the supports which receive the loads from that unit.

8. Building - Any structure built for the support, shelter or enclosure of persons, animals, chattels or property of any kind:



including mobile homes, modular houses, prefabricated houses, or similar structures.

9. Building Inspector - The officer charged with the administration and enforcement of this Code or his regularly authorized deputy.

10. Dwelling - A building which is designed or used or which is intended to be used as a residence or place of abode.

11. Established Grade - The grade of the street as established by ordinance at the center line of the street.

12. Existing - A building, structure, equipment, or premises completed or in course of construction, or used or occupied, and for which a legal permit has been issued prior to the effective date of this Code.

13. Floor Area - The net area of any floor space, enclosed by exterior walls, fire walls, or absolute fire separation exclusive of open spaces.

14. Footings - That portion of the foundation of a structure which spreads and transmits loads directly to the soil or the piles.

15. Foundation - The supporting structure as a whole, below the lowest floor upon which rests the superstructure of a building or structure.

16. Garage - A building or portion thereof in which a motor vehicle containing gasoline, distillate, or other volatile, flammable liquid in its tank is stored, repaired, or kept.

17. Garage, Private - A building or a portion of a building in which only motor vehicles used by the tenants of the building or buildings on the premises are stored or kept.

18. Grade, Building - Elevation of ground adjacent to the structure.

19. Grade, Lumber - The classification of lumber in regard to stress and grade.

20. Habitable Rooms - Rooms used for human occupancy; for example but not confined to the following:

a. Bedroom - A habitable room in a dwelling unit intended for use primarily for sleeping purposes.

b. Kitchen - A habitable room or space in a dwelling unit in which meals are cooked or prepared.

c. Living Room - The principal habitable room in a dwelling unit designed for or appropriated to the general occupancy or use of a family or household.

21. Lintel - The beam or girder placed over an opening in a wall which supports the wall construction above.

22. Loads -

a. Dead Load - The weight of the walls, floors, partitions, roofs, and other structural parts of a building or structure.

b. Live Load - All imposed, transient, moving loads, or loads due to impact, and including movable partitions in a building or structure other than dead loads.

23. Lot - A parcel of land in a single ownership occupied or to be occupied by not more than one principal or main building and the accessory buildings or uses customarily incident to it, including such open spaces as are required by this or other codes, and having its principal frontage upon a street.

24. Lot Line - A line or lines dividing one lot, plot of land, or parcel of land from an adjoining lot, plot of land, or parcel



25. Mechanical Work - Any electrical, plumbing or heating, ventilating or air conditioning work performed under this Code.
26. Nonconforming Building, etc. - A lawfully existing building, premises, structure, use, materials or equipment which do not conform to the requirements of this Code.
27. Occupancy or Use - The purpose for which a building, structure, equipment, materials or premises or part thereof is used or intended to be used as regulated by this Code.
28. Person - The word "person" shall mean any individual, persons, partnerships, firm, organization, association, or corporation, their agents, heirs, or assigns.
29. Principal Building - A single main building or structure on a lot for specific use or occupancies.
30. Required - Mandatory by provisions of this Code.
31. Room - A space within a building or structure completely enclosed with walls, partitions, floor and ceiling, except for necessary openings for light, ventilation, ingress and egress.
32. Shall - As used herein is mandatory. The same applies to the term must.
33. Structure - As specifically regulated by this Code, anything which is constructed, erected, and framed of component parts and which is fastened, anchored, or rests on a permanent foundation or on the ground for any occupancy or use whatsoever, excluding fencing.
34. Walls - Walls shall be defined as follows:
- a. Bearing Wall - A wall which supports any load in addition to its own weight.
  - b. Cavity Wall - Wall built of masonry units or of plain concrete, or a combination of these materials, so arranged as to provide an air space within the wall, and in which the facing and backing (inner and outer parts) of the wall are tied together with metal ties.
  - c. Curtain Wall - A nonbearing wall between columns or structure.
  - d. Exterior Wall - An outer enclosing wall of a building or structure.
  - e. Faced Wall - A wall in which the masonry facing and backing are so bonded as to exert common action under load.
  - f. Nonbearing Wall - A wall which supports no load other than its own weight.
  - g. Panel Wall - A nonbearing wall in skeleton construction, built between columns or piers and wholly supported at each story.
  - h. Partition - An interior vertical structure usually of light construction serving to enclose an area, room, space, or division, extended from floor to ceiling, and having wall surfaces of approved materials as permitted by this Code.
  - i. Retaining wall - Wall used to resist laterally imposed pressures.
  - j. Veneered Wall - Wall having masonry facing which is attached to the backing but not so bonded as to exert common action under load; also having outer facing for the purpose of providing ornamentation, protection or insulation.
35. Square Footage of Building - The actual area in square feet enclosed by the exterior perimeter of the building walls on each separate floor level.
36. Definitions of the Uniform Dwelling Code not specifically



ARTICLE III  
CONSTRUCTION STANDARDS

SECTION 12. ADDITION OR ALTERATIONS TO EXISTING DWELLINGS

Any additions or alterations to existing dwelling shall comply with the construction and mechanical provisions of the Wisconsin Uniform Dwelling Code.

SECTION 13. MULTIFAMILY DWELLINGS

Residences occupied by three (3) or more families living independently or occupied by two (2) such families and used also for business purposes shall comply with applicable provisions of the Wisconsin Administrative Code.

SECTION 14. REPAIRS

Repairs or maintenance to existing dwelling or dwelling units, or to electrical, heating, ventilating, air conditioning and other systems installed therein shall comply with the provisions of the Wisconsin Uniform Dwelling Code.

ARTICLE IV  
MOVING OF BUILDING

SECTION 15. MOVING OF BUILDING

A. BOND REQUIRED. Before any building is moved within or into Adams County, a permit must first be obtained from the Building Inspector. Before a permit to move any building is granted by the Building Inspector, the party applying therefor shall give a Bond in the sum of One Thousand Dollars (\$1,000.00) with good and sufficient sureties to be approved by the County Board, on the condition, among other things, that said party will save and indemnify any judgements, costs and expenses which can in any way accrue against Adams County and will save the County harmless against all liabilities, judgements, costs, and expenses in consequence of the granting of such permit. Every permit to move a building shall state all conditions to be complied with, designate the route to be taken and the time limit for removal.

B. DENIAL. The Building Inspector shall have the power to deny a permit to move a building which he finds does not conform to the Building Code of Adams County.

C. REGULATIONS. The removal of a building shall be continuous during all hours of the day, and day by day, and at night if the Building Inspector shall so order, until completed, with the least possible obstruction to thoroughfares. No building shall be allowed to remain overnight upon any street crossing or intersection or so near to any fire hydrant as to prevent easy access thereto. Lighted lanterns shall be kept in conspicuous places at each end of the building during the night. The proper authority shall be consulted regarding the moving of all wire, poles, etc., and the trimming or cutting of all trees; all costs incurred by the above alterations shall be paid by the party requesting the permit, and the permission in writing of the proper authority together with a statement of the costs paid for such alterations shall be required before the issuance



Page 10

D. INSPECTION AND REPAIR OF STREETS AND HIGHWAYS. Every person receiving a permit to move a building shall, within one day after said building reached its destination, report that fact to the Building Inspector. The Building Inspector shall thereupon inspect the streets and highways over which said building has been moved and ascertain their condition. If the removal of said building had caused any damage to the streets and highways, the house-mover shall forth-with place them in as good repair as they were before the permit was granted. Upon failure of the house-mover to do so within ten (10) days thereafter to the satisfaction of the Building Inspector, the County Board shall provide for repair of the damage done to such streets and highways and hold the sureties of the Bond given by the house-mover responsible for the payments of the same.

E. PERMIT FEES. Before the Building Inspector shall issue a permit to move a building he shall collect a fee to be set by the County Board. This fee shall be in addition to all other fees provided for in this Code.

## ARTICLE V

### RAZING OF BUILDING

#### SECTION 16. RAZING OF BUILDING

A. GENERAL. Before a building can be demolished or removed, the owner or agent shall notify all utilities having service connections within the building, such as water, electric, gas, sewer and any other connections. A permit to demolish or remove a building shall not be issued until it is ascertained that service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in a safe manner.

B. EXCAVATIONS. Excavations shall be filled with solid fill to match lot grade, within fifteen (15) days of removal of the structure.

C. PERMIT FEES. Before the Building Inspector shall issue a permit to demolish or remove a building, he shall collect a fee to be set by the County Board.

## ARTICLE VI

### ACCESSORY BUILDINGS

SECTION 17. ACCESSORY BUILDINGS. Accessory Buildings shall comply with the construction provisions of the Wisconsin Uniform Dwelling Code. *as for 1+2 family*

A. EXCEPTION. Accessory buildings one hundred fifty (150) square feet or under do not have to comply with this ordinance.

## ARTICLE VII

### DETACHED GARAGES

SECTION 18. DETACHED GARAGES. Detached garages shall comply with the construction provisions of the Wisconsin Uniform Dwelling Code and the following provisions:



high, in addition to one service door of not less than two (2) feet six (6) inches wide by six (6) feet four (4) inches high.

b. Locations - Unless otherwise regulated under applicable zoning, detached garages of wood frame construction shall be located not less than ten (10) feet from any residence building, except that such distance may be reduced to not less than five (5) feet when the interior walls of such garage adjacent to a residence building are protected with not less than one-hour fire resistive construction.

c. Floor Surface - The floor in all private garages shall be of approved construction. No openings or pits in the floor shall be permitted, except for drainage.

#### ARTICLE VIII

#### MOBILE HOMES

##### SECTION 19. MOBILE HOMES

Mobile homes must be placed on piers which conform to diagram 1MHP, or placed on footings and foundation which conform to Chapter IND. 21 of the Wisconsin Uniform Dwelling Code.

#### ARTICLE IX

#### EXEMPTIONS

##### SECTION 20. FARM BUILDINGS

The provisions of this Code do not apply to the non-dwelling buildings used exclusively for farm operations.

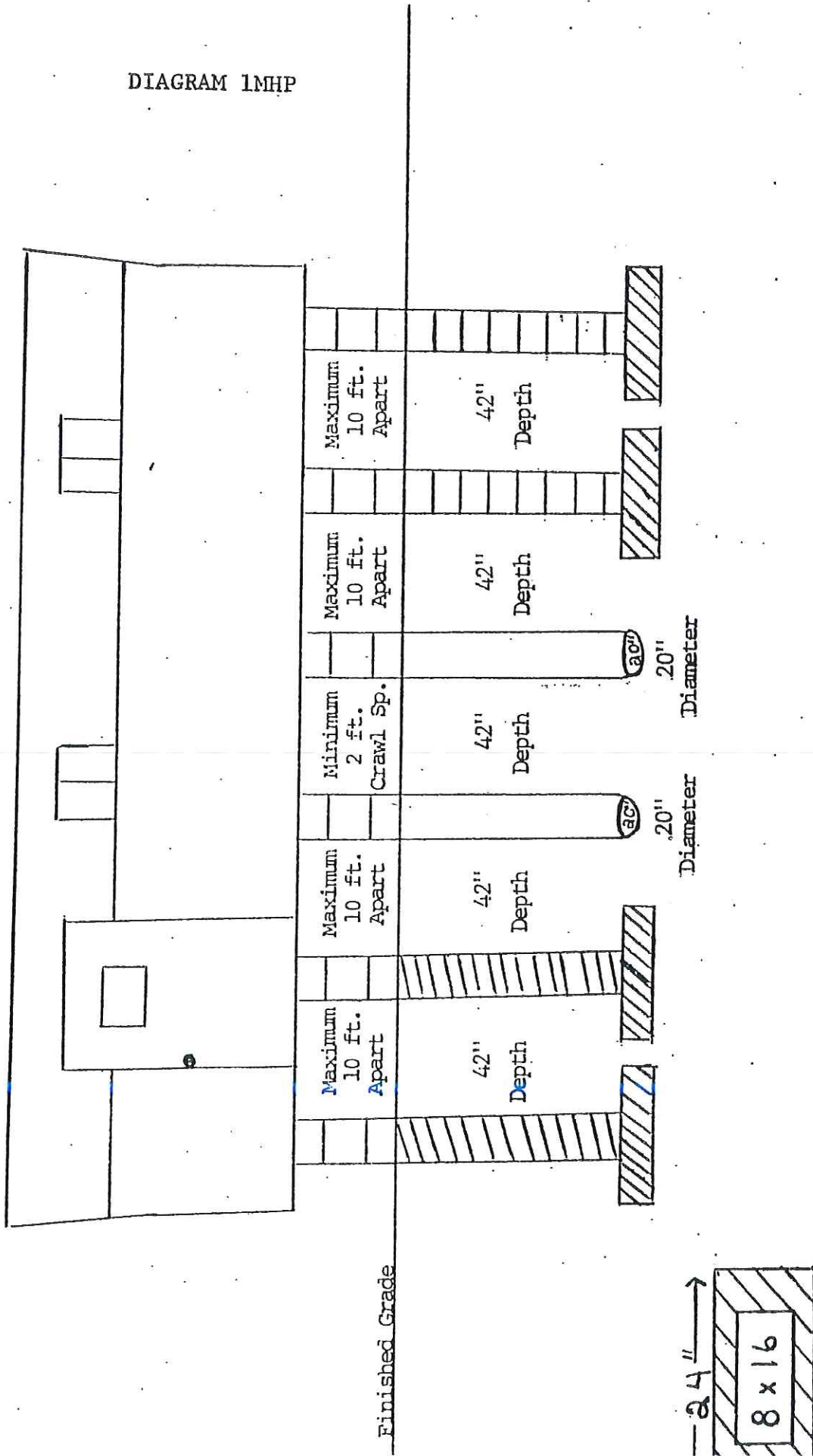
##### SECTION 21. INDIAN RESERVATIONS

The provisions of this Code do not apply to dwellings located on Indian reservation land held in trust by the United States.

##### SECTION 22. HISTORICAL BUILDINGS

The provisions of this Code do not apply to historical buildings designated as such by the federal, state, or county government.

DIAGRAM 1MHP



VIEW OF FOOTING





## Adams County Government

PO Box 102

Friendship, WI 53934

Thaddeus Kubisiak, County Manager/Administrative Coordinator

Phone: 608-339-4579 Fax: 608-339-4509

[thad.kubisiak@co.adams.wi.us](mailto:thad.kubisiak@co.adams.wi.us)

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4-12-2016

### Tourism Trade Shows

Last weekend concluded our final sports show obligation. Upon the arrival of the last trade show expense, I will be conducting a cost-benefit analysis of this program. In marketing, there are two matrices that help evaluate an advertising campaign: Cost per Acquisition (CPA) and Return on Advertising Spend (ROAS). This analysis will dictate the direction of our tourism program.

### Health and Human Services Director Search

Shortly after my report last month, we finalized the search for our next Health and Human Services Director. Each and every one of the candidates that were interviewed had great qualifications and although it was a tough decision, Kelly Oleson was chosen for the job. A resolution to confirm this appointment will be in front of the County Board on Tuesday.

### Petenwell Boat Harbor

The boat harbor wall, at the Petenwell Park Campground, is currently in bad shape and will likely pose a safety hazard for customers and employees alike. Oxidation has caused rust holes on the face of the sheet piling and harbor water is filtering through and eroding the soil next to the walkway. I recently submitted a claim to our insurance carrier, but I am still waiting to hear back from them. A boating grant opportunity has also been identified, but we need to act fast on the application process. The boat harbor has generated an annual average of \$35,000 during the last three years on slip rental alone, but if we do not do anything to fix this oxidation problem, we may lose the whole harbor.

### Website Revision

As a follow up to last month's report, we have received feedback from several departments about their website needs. Dawn and myself have narrowed the field down to two prospective vendors. Implementing a website that offers better usability to disseminate information to our residents will only have a positive impact on our local communities. By making it easier for community members to access information, we will have fewer misconceptions and rumors about proposed policy.

### ATV and Snowmobile Grants

I am pleased to report that the Parks and Recreation Department has completed and submitted the annual grant applications in record time. Along with several snowmobile new trail requests and the standard trail maintenance grants, we are seeking two new ATV grants, that if awarded, will completely offset the 50 percent match obligation that the county is responsible for on the two previous RTA grant awards. The Dellwood snowmobile trail bridge grant has also been successfully extended for one more year. After four years, I plan to have this bridge project completed by the time that the trails open this fall.

RESOLUTION NO. 17 -2016  
RESOLUTION TO ADOPT THE RULES OF THE ADAMS COUNTY BOARD

P35

**INTRODUCED BY:** Ad Hoc County Board Rules Committee.

**INTENT & SYNOPSIS:** To adopt rules to govern the County Board consistent with the requirement of seating a new County Board.

**FISCAL NOTE:** None.

**WHEREAS:** The Rules of the Board are to be adopted in even numbers years in April; and

**WHEREAS:** The Ad Hoc Committee, properly appointed by the County Board, has met and reviewed, edited and amended, said Rules; and

**WHEREAS:** The Committee, having completed its review, is proposing the Rules of the Board, as amended;

**NOW THEREFORE, BE IT RESOLVED** by the Adams County Board of Supervisors that the attached Adams County Rules of the Board, as Amended, are hereby adopted and all previously adopted Rules of the Board are hereby rescinded.

Recommended for adoption by the Ad Hoc County Board Rules Committee this 26 day of February, 2016.

Jack E. Allen

John West

Kim Shabazz

Adopted \_\_\_\_\_

Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this

Tabled \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk



Reviewed by Corporation Counsel



Reviewed by County Manager/Administrative Coordinator



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**RULE ONE: COUNTY BOARD OF SUPERVISORS**

The governing body shall be known as "Adams County Board of Supervisors" and shall from this point forward be called the "County Board". The County Board shall consist of twenty (20) Supervisors representing twenty (20) Districts within Adams County.

**RULE TWO: TERM OF OFFICE**

The County Board shall serve a two (2) year term expiring on the third (3<sup>rd</sup>) Tuesday in April in the even numbered years.

**RULE THREE: HOME RULE**

To give the County the largest measure of self-government under the Administrative Home Rule authority granted to Counties in §59.03(1), Wisconsin Statutes, this chapter shall be liberally construed in favor of the rights, powers and privileges of the County to exercise any organizational or administrative power.

**RULE FOUR: PARLIAMENTARY PROCEDURE**

- A. Except as modified by these Rules and in all matters not specifically provided for, the Rules of Parliamentary Procedure in the latest edition of Robert's Rules of Order shall govern the County Board in all cases where applicable, improper use of a motion shall be immediately addressed by the Corporation Counsel.
- B. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the whole County Board, and shall vote on all questions taken by ayes and nays except an appeal from their own decisions.
- C. Every matter that comes before the County Board, may without motion, be referred to its appropriate Committee by the Chair.
- D. When a motion is made and seconded, it shall be stated by the Chair or Clerk before debate. If a motion contains several points, a Supervisor may require the motion to be divided.
- E. On all questions, it shall be proper to call for a division for the "ayes" and "nays" if made before the decision of the Chair. All Motions, Amendments, Resolutions or Ordinances shall be entered in the minutes.
- F. Whenever a Supervisor requests to speak in debate or deliver any remarks to the County Board, she/he shall address the Chair and limit their remarks to the question under debate.
- G. In all cases, the Supervisor who first (1<sup>st</sup>) addresses the Chair shall speak first (1<sup>st</sup>). When two (2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is to speak first (1<sup>st</sup>).
- H. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The County Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to.
- I. All questions shall be put in the order in which they were moved except privileged questions. All other separate motions shall have precedence in the order in which they are named.
- J. Any Supervisor desirous of terminating debate may call the previous question when recognized by the Chair. The Chair shall ask if there is any objection to closing the debate. If a Supervisor objects to the call of the previous question, the Chair may call for a motion to end the debate. If the motion has been seconded the Chair must immediately take a vote as to whether to order the previous question. To close the debate requires a two-thirds ( $\frac{2}{3}$ ) vote of the County Board.
- K. A Motion to adjourn shall always be in order; but this Rule shall not authorize any Supervisor to move an adjournment when another Supervisor has the floor or when the Board is voting.



- L. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who has been excused from the previous County Board meeting, to move for reconsideration of the vote on any question on the same or next regular meeting of the County Board.
- M. Any Supervisor may, call on any County employee for remarks on matters pertaining to their Office or Department.

#### **RULE FIVE: ORGANIZATIONAL MEETING**

- A. The first meeting of the newly Elected Board will be an Organizational Meeting. The meeting will be held the third (3<sup>rd</sup>) Tuesday in April in even numbered years. The order of business for this meeting will be as follows:
1. Call the meeting to Order by the County Clerk
  2. County Clerk to indicate if the Meeting was properly announced
  3. Administration of the Oath of Office
  4. Roll Call
  5. Moment of Silence
  6. Pledge of Allegiance
  7. Approve the Agenda
  8. Election of the County Board Chair (two (2) year term)
  9. Election of 1<sup>st</sup> Vice-Chair (two (2) year term)
  10. Election of 2<sup>nd</sup> Vice-Chair (two (2) year term)
  11. Go to regular business under Rule Twenty Four

#### **RULE SIX: CALL OF THE ROLL**

Anytime the County Board convenes or reconvenes, the County Clerk shall make a roll call of the members.

#### **RULE SEVEN: VOTING**

All Supervisors present at any meeting of the County Board shall be required to vote unless excused by the Chair or a majority vote of the County Board. Voting shall be done electronically, unless the Chair calls to have a voice vote. Anytime the County Board or a Committee votes on any matter, the Secretary, or Recording Secretary of the Committee shall record the members' votes and enter it into the meeting minutes.

#### **RULE EIGHT: RULES OF THE BOARD**

The Rules of the Board are adopted in even number years at the April organizational County Board Meeting. Changes recommended by an ad hoc county board rules committee will be presented to the organizational board meeting for adoption in April.

#### **RULE NINE: RULE CHANGE**

- A. The Rules may be suspended by a two-thirds ( $\frac{2}{3}$ ) vote of the Supervisors present.
- B. These Rules may be amended by Resolution at any Regular Session of the Board by a two-thirds ( $\frac{2}{3}$ ) vote of Supervisors present.

#### **RULE TEN: ELECTION OF OFFICERS**

The County Board shall, on the third (3<sup>rd</sup>) Tuesday of April, in the even numbered years, elect, by secret ballot allowed by §19.88(1), Wisconsin Statutes, a Chair, 1<sup>st</sup> Vice Chair and 2<sup>nd</sup> Vice Chair, to each serve a two (2) year term. The County Clerk shall conduct the election as follows until the Chair is elected:



- .66 A. Nominations shall be accepted from the floor. After three (3) calls for "any other nominations",
- .67 nominations shall be closed
- .68 B. Each nominee may speak for three (3) minutes.
- .69 C. Each position shall be voted on by separate secret ballot.
- .70 D. Secret ballots are used until a majority vote of the members present elects such Officer
- .71 E. In the event a candidate does not obtain a majority vote the election shall continue until a majority
- .72 vote is obtained
- .73

#### .74 **RULE ELEVEN: COMMITTEE ON APPOINTMENTS**

.75 The Committee on Appointments shall consist of the County Board Chair, 1<sup>st</sup> Vice Chair, and 2<sup>nd</sup> Vice  
 .76 Chair. The Committee on Appointments shall appoint all members of Committees, subject to  
 .77 confirmation of the County Board. These initial appointments shall occur within 10 working days of the  
 .78 Organizational Meeting held in April of even numbered years. Thereafter, the County Board Chair will  
 .79 make recommendations for committee member replacements and/or appointments subject to  
 .80 confirmation of the County Board. The County Clerk shall be responsible for maintaining committee  
 .81 listings.

#### .83 **RULE TWELVE: DUTIES OF THE COUNTY BOARD CHAIR**

.84 The County Board Chair shall perform all duties under §59.12, Wisconsin Stats., as may be amended  
 .85 from time to time. The Chair preserves the order of the County Board, and shall decide all the  
 .86 questions of order, subject to an appeal of the County Board.

- .88 A. The Chair shall ensure the County Board and individual Supervisors act consistently with the
- .89 County Board's Rules and Policies.
- .90 B. The Chair shall preside at County Board meetings in an efficient and effective manner and shall set
- .91 the general tone for each meeting through positive leadership.
- .92 C. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
- .93 D. The Chair shall ensure the other Supervisors are informed of current and pending County Board
- .94 issues and processes.
- .95 E. The Chair may excuse the attendance of members and the same shall be entered into the minutes
- .96 of the County Board.
- .97 F. The Chair shall be an ex-officio member of all Committees, and may vote only in the absence of a
- .98 member of the Committee if there is no quorum.
- .99 G. The Chair shall preserve and may speak on points of order in preference to other Supervisors and
- 200 shall be required to vote on all questions and matters pertaining to the County Board, except
- 201 questions on appeal from his decisions, and his vote shall be recorded with the rest.
- 202 H. The Chair/Clerk may administer oaths to persons required to be sworn concerning any matter
- 203 submitted to the board or a committee of the board or connected with their powers or duties.
- 204 I. The Chair, or designee, shall represent the County at all ceremonial events or functions, when
- 205 requested, and shall represent the County upon request of groups or organizations to present
- 206 County positions or programs.
- 207 J. Approve County Board Agendas within 24 hours of receipt.
- 208

209 The Chair is a member of the County Board, and has the same rights in debate as any other member.  
 210 However, the Chair is also obligated to maintain impartiality and fairness to the debate when  
 211 presiding over the County Board.

#### 213 **RULE THIRTEEN: DUTIES OF THE 1<sup>ST</sup> VICE CHAIR AND 2<sup>ND</sup> VICE CHAIR**

- 214 A. The 1<sup>st</sup> Vice Chair shall assume the duties of the Chair in the event of the Chair's absence.



- B. The 1<sup>st</sup> Vice Chair shall assume the duties of the Chair in the event of a permanent absence due to disability, incapacity, death, resignation or removal. The 2<sup>nd</sup> Vice Chair shall be moved to 1<sup>st</sup> Vice Chair position and an election, as provided in **Rule Ten**, shall be held to elect a new 2<sup>nd</sup> Vice Chair for the remainder of the term.
- C. In the event the Chair and the 1<sup>st</sup> Vice Chair are absent for the above-mentioned reasons, the 2<sup>nd</sup> Vice Chair shall assume the Chair's duties and responsibilities.

#### **RULE FOURTEEN: APPOINTMENTS AND ORIENTATION MEETING**

The second meeting of the newly Elected Board is to be held after the Organizational Meeting. The meeting will be held within 10 working days of the Organization Meeting in April in even numbered years. The meeting will only consist of appointments and Orientation and no additional business shall take place. The order of business for this meeting will be as follows:

1. Call the meeting to Order by the Chair
2. Was the meeting properly announced
3. Roll Call
4. Moment of Silence
5. Pledge of Allegiance
6. Approve the Agenda
7. Appointments
8. Recess for orientation of board members
9. Conducted by County Manager, Corporation Counsel, County Clerk and/or outside agencies as applicable
10. Reconvene
11. Adjourn

#### **RULE FIFTEEN: ABSENCE OF THE CHAIR, 1<sup>ST</sup> VICE CHAIR, AND 2<sup>ND</sup> VICE CHAIR**

In the absence of the Chair and the Vice Chairs, the County Clerk shall call the County Board to order, and the County Board shall then elect, as provided in **Rule Ten**, one (1) of the members as temporary Chair.

#### **RULE SIXTEEN: COUNTY BOARD VACANCY**

In the event of a vacancy on the County Board, the County Chairperson shall appoint a person who is a qualified elector and resident of that supervisory district to fill the vacancy for the unexpired portion of the term, pursuant §59.12, Wisconsin Statutes. If the County Board disapproves the appointment, any member of the County Board, at the same meeting, may offer nominations to fill the vacancy subject to the approval of the County Board. Any person appointed to the County Board under this paragraph shall take Office upon being approved by the County Board and sworn in by the Chair or the County Clerk.

#### **RULE SEVENTEEN: TIME AND PLACE OF MEETINGS**

The County Board shall meet on the following dates:

- A. The third (3<sup>rd</sup>) Tuesday in April in the even numbered years shall be the Organizational Meeting.
- B. The Annual Meeting shall be held on the Tuesday after the second Monday of November in each year, unless such meeting is adjourned in accordance with § 59.11(1), Wisconsin Statutes.
- C. The third (3<sup>rd</sup>) Tuesday in each month unless otherwise designated by a majority vote of the Board.

All meetings shall begin at 9:30 a.m. or 6:00 p.m., unless a different hour is specified by a majority vote of the County Board. The place of the meetings shall be in the County Board Room of the



Courthouse in the Village of Friendship, Wisconsin, or at another location as designated by a majority vote of the County Board.

#### **RULE EIGHTEEN: SPECIAL MEETING**

- A. The County Board may cancel, postpone or set Special Meetings, except those expressly required by law, upon the written request of a majority of the Supervisors. The request must specify the time and date of the meeting, and must be delivered to the County Clerk at least 48 hours before the meeting. The request shall also list the reason(s) for canceling, postponing, or the purpose of the Special Meeting. The County Clerk shall notify each Supervisor by mail, fax, email, or telephone of the date and time of the meeting.
- B. In the case of an emergency, the Chair, 1<sup>st</sup> Vice Chair, or 2<sup>nd</sup> Vice Chair may call a Special Meeting. The calling of the meeting must be in writing, specify the date, time and place and be delivered to the County Clerk at least 24 hours before the meeting. The County Clerk shall prepare an agenda and notify each Supervisor by mail, fax, e-mail, or telephone of the date and time of the meeting.

#### **RULE NINETEEN: COMMUNICATION AND STRATEGIC PLANNING MEETING**

The County Board may meet, if necessary, to ensure the other Supervisors are informed of current and pending County Board issues and processes and advancement of strategic planning. This meeting may include Supervisors, members of management and/or others as deemed appropriate. It is encouraged that this meeting take place in conjunction with a regular County Board Meeting and as a Committee Meeting of the Whole, with a specific agenda. Items/topics of discussion will be determined prior to adjournment of the previous County Board Meeting. This meeting is meant to promote communication, open government and transparency, and encourage forward thinking by respectfully discussing, debating and searching for understanding of County plans.

The order of business for this meeting may be as follows:

1. Call to order by the Chair
2. Was the meeting properly announced
3. Roll Call
4. Approve Agenda
5. Review of previous meeting minutes
6. Identify agenda items:
  - a.
  - b. etc
7. Set next-meeting date
8. Adjournment

#### **RULE TWENTY: ATTENDANCE**

- A. Attendance at all County Board meetings by Supervisors is mandatory pursuant §59.11(4) Wisconsin Statutes. Absences may be excused solely by the County Board Chair, but advance notification to the County Clerk is acceptable subject to the Chair's approval.
- B. The above attendance rules also apply to Committees. Committee members may designate their replacement or request the County Clerk to find their replacement. Committee meeting absences may be excused by the Chair of the committee, or by notification to the County Clerk. The Committee Chair will be informed at all times.



## Absences

- A. An unexcused absence from any County Board meeting by a Supervisor, depending upon the circumstances, shall subject such Supervisor to suspension or expulsion from the County Board upon two-thirds ( $\frac{2}{3}$ ) vote of the members present.
- B. A Supervisor that has three (3) consecutive unexcused absences from a Committee shall be reported to the County Board Chair for appropriate County Board action. The County Board action may include reprimand or suspension from the County Board or Committee. This action must be approved by two-thirds ( $\frac{2}{3}$ ) vote of the members present.
- C. If a Supervisor is excused from a Committee meeting, they may designate their replacement or request the County Clerk to find their replacement. The Committee Chair will be informed at all times.

## RULE TWENTY ONE: QUORUM

A majority of Supervisors or Committee members shall constitute a quorum.

## RULE TWENTY TWO: OPEN MEETINGS

The public is entitled to the fullest and most complete information regarding the affairs of County Government as is compatible with the conduct of County affairs and the transaction of County business. The Wisconsin Statutes shall be complied with by all members, at all meetings. The County Board and its Committees shall meet with open doors pursuant §59.11(4), Wisconsin Statutes, and timely notification of all public meetings, date, time, place, and subject matter shall be given, including the topics for any contemplated closed session, as provided by Wisconsin Statutes.

- A. **Attendance at Closed Session Meetings.** Supervisors shall be allowed attendance at closed session meetings. A legally constituted Committee of the County may lawfully vote to exclude any Supervisor not a member of that Committee from a lawfully closed session pursuant to §19.89 Wisconsin Statutes.
- B. **Confidentiality of Closed Sessions.** Supervisors and other persons attending a closed session of the County Board or Committee of the County Board shall maintain the confidentiality of the proceedings during that closed session, and shall not disclose the events of the closed session to any person not admitted to the closed session without approval of the County Board or Committee that held the session. All County Board Supervisors and members of Committees shall comply with Open Meetings Law pursuant to Sub Chapter V §19.81 et seq. Wisconsin Statutes.
- C. **Agendas.** Agendas of all meetings shall be noticed at least 24 hours in advance of the meeting with the County Clerk's office and any news media and those who request agendas. In an emergency, a meeting may be called without 24 hours notice, but emergency meetings do require at least two (2) hours notice of the meeting and shall be reviewed and advised by the Corporation Counsel prior to the meeting being called to order.
- D. **Minutes.** Minutes of all County Board meetings shall be signed by the County Clerk and shall be [provided to the Supervisors with the next month's County Board packet](#). [Minutes of all Committee](#) meetings shall be signed by the recorder of the minutes and filed with the County Clerk's Office within 10 working days of the meeting and shall include all attachments presented at the meeting or with the agenda. All minutes shall make note that the minutes have not been approved by the governing body.

## RULE TWENTY THREE: REIMBURSEMENT FOR SERVICES

No per diem shall be reimbursed to a Supervisor except as provided by this Rule. Per diem payments shall be allowed for actual attendance by a Supervisor at any of the following:

- A. A meeting of the County Board



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- B. A meeting of any County Board standing or Ad Hoc Committee of which the Supervisor is a member, or which the Supervisor was directed by the County Board, the Board Chair, or the Committee Chair to attend
- C. A meeting of any other group or organization to which the Supervisor has been appointed with the consent and approval of the Board
- D. A public hearing if the County Board or a Committee has approved that Supervisor's attendance, in advance, as reflected in the minutes of such body
- E. A seminar or conference where funding is available
- F. No per diem compensation or travel expenses shall be allowed for meetings, seminars, conferences, or other events outside of the State of Wisconsin unless specifically approved by a majority vote of the County Board
- G. A Supervisor is not entitled to a per diem for attending a meeting if the meeting is not held or if no business is transacted at that meeting, however mileage may be reimbursed
- H. Effect 2018, one (1) per diem payment per township shall be allowed for attendance at Town Board meetings, within a Supervisor District, unless said Supervisor is a member of that Board. Mileage will be allowed for one (1) meeting a month per Town Board meeting.

The per diem rate for attendance at County Board meetings is \$50.00; per diem rate for attendance at all other meetings and events, is \$40.00.

No more than one (1) per diem payment shall be allowed to a Supervisor for any one (1) day except as follows:

- A. If the Supervisor attends different meetings on the same day, and there is a gap of one and one-half hours (1½) or longer between adjournment of one (1) meeting and the commencement of the other meeting, then per diem payments may be allowed for each meeting that day.
- B. If a meeting lasts four (4) hours or more on the same day, an additional per diem payment of fifteen dollars (\$15.00) in addition to the rate specified shall be paid. Effective April 2018, an additional per diem payment of twenty-five dollars (\$25.00),
- C. A Supervisor who attends a second or subsequent meeting on the same day and there is a gap less than one and one-half (1½) hours between adjournment of one (1) meeting and the commencement of the other meeting, then an additional per diem payment of fifteen dollars (\$15.00) for that second (2) or subsequent meeting shall be paid. Effective April, 2018, then an additional per diem payment of twenty-five dollars (\$25.00) for that second (2nd) or subsequent meeting shall be paid

#### **Mileage, Meals, and Lodging**

All mileage shall be reimbursed at the rate set by the Internal Revenue Service. The County Board member's shall be paid mileage for all assigned County Board meetings. County Board member's shall only be paid mileage if they actually drive to Committee meetings. The County Board shall be paid for mileage, meals, and lodging as provided in the Policy Documents and/or Employee Manual.

#### **Expense Vouchers**

Expense vouchers shall be submitted to the County Clerk's Office no later than the Friday before the County Board meeting. All members of Committees or other sub-units of County Government who have claims shall submit them within 30 days of the date incurred. Six (6) Supervisors shall review all County Board claims at the regular County Board meeting. The six (6) Supervisors shall rotate on a three (3) month cycle.



## **County Board Chair**

The County Board Chair shall be monetarily compensated an extra \$200.00 per month in addition to his or her regular Committee per diems. Effective April, 2018, \$300.00 per month in addition to his or her regular Committee per diems shall be monetarily compensated.

## **RULE TWENTY FOUR: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES**

**A. County Board Agenda.** All items, including Resolutions and Ordinances in printed hard copy, shall be delivered to the County Clerk by 9:00 a.m. seven (7) days prior to the County Board meeting. (i.e. Tues) The County Clerk shall, at least four (4) days before the County Board meeting, present to each supervisor, written minutes of the previous meeting, current resolutions and ordinances, along with an itemized agenda of the matters to be considered by the County Board. The Chair, in conjunction with the County Clerk, shall prepare the agenda. County Board Supervisors may place items on the agenda seven days (7) prior to the County Board Meeting by contacting the County Board Chair and/or County Clerk. Copies of all Resolutions and Ordinances shall be submitted to the Supervisors along with the agenda and written minutes of the previous meeting. At the beginning of the meeting, the County Board shall approve the minutes of the previous meeting. The order of business for all regular County Board meetings may be as follows:

1. Call to Order by the Chair
2. Was the meeting properly noticed
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of Minutes
8. Public Participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims
10. Correspondence
11. Appointments
12. Unfinished Business (includes reconsideration of previous month action - see preceding month agenda)
13. Reports and Presentations
  - a. County Manager/Administrative Coordinator
  - b. Written Department Summary Reports
  - c. Miscellaneous
14. Review Committee Minutes
15. Resolutions
16. Ordinances
17. **Denials**
18. Petitions
19. Approve Claims
20. Per Diem and Mileage for this Meeting read by the County Clerk
21. Motion for County Clerk to correct errors
22. Set next meeting date
23. Closed Session, pursuant to Chapter 19, Wisconsin Statutes
24. Adjournment

**B. Committee Agenda.** The Oversight Committee Chair shall approve/finalize the Committee's meeting agendas before it is sent to the Committee members. Items to be discussed shall identify



the topic with enough specificity for the members of the Committee and the publics' understanding. If the item is not clearly identified, the Committee shall not discuss or take action on the issue. The following format shall be followed:

Date:

Time:

Place:

Agenda:

1. Call to Order by the Chair
2. Was the meeting properly noticed
3. Roll Call
4. Approve the agenda
5. Approve minutes (list date(s) of meeting(s))
6. Public Participation
7. Correspondence
8. List items for action or discussion
9. Report of Departments (List items for action)
10. Report of Committee Members (List items for action)
11. Set next meeting date
12. Closed Session, pursuant to Chapter 19, Wisconsin Statute
13. Adjournment

Any person wishing to attend, who, because of a disability, requires special accommodation, should contact the name of Department and phone number where they may call at least 24 hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members or the majority of any given County Board Committee may be present, only the above Committee will take official action based on the above agenda. Public participation is limited to agenda items with a three (3) minute limitation.

**C. Agendas for a Joint Committee Meeting.** The Chairs of the Committees that have requested a joint meeting shall agree to the agenda items relating to the Joint Committee Meeting and relay that information to the appropriate Department Head(s). Each Committee involved in a Joint Committee Meeting shall be responsible for preparing their agenda for the joint meeting. The Chairs of the Committees involved in a joint meeting shall determine who shall chair the meeting. The members of all Committees involved in a Joint Committee meeting may make motions and vote on all agenda items as a whole.

**D. Public Participation.** It is important that individuals have an opportunity to address the County Board and the Committee at meetings as PUBLIC PARTICIPATION. Individuals shall sign their name, address, and indicate the agenda item on which he/she will be speaking. The individual's name will be called when it is their turn to speak, on the related agenda item. (State clearly and concisely the issue. Comments will be limited to a maximum of THREE (3) MINUTES, unless additional time is approved by the Chair. (If you have written material, please provide copies. It is not necessary to read an entire document.))

The public participation portion, discussion at the meeting is limited to members of the County Board. Department heads/employees shall be recognized by a County Board Member before speaking.



E. **County Board Minutes.** Each Supervisor shall read the minutes of the previous Board meeting before the County Board meeting. Any appropriate corrections or alterations of such minutes will be made at the succeeding County Board meeting. The minutes of the County Board meetings will be printed in the County Board Proceedings Book.

The County Clerk shall keep correct minutes of the proceedings of the County Board. In all cases where an order, motion, or resolution shall be entered on the minutes of the Board, the name of the Supervisor moving the same, the name of the Supervisor seconding, and the results of the vote shall be entered on the minutes. At the end of the minutes it shall read: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COUNTY BOARD.

F. **Committee Meeting Minutes.** The recorder of the minutes for each Committee shall keep correct minutes of all Committee meetings and shall provide copies to all Committee members. Any time there is a motion, it shall be entered in the minutes of the Committee meeting, including the name of the Supervisor moving the same and the name of the Supervisor seconding the motion, and the results of the vote on the motion. The recorder is responsible for submitting a hard copy of the meeting minutes with associated hand-outs/attachments to the County Clerk within 10 working days after the meeting. At the end of the meeting minutes it shall read as follows: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Any appropriate corrections or alterations of such minutes will be made at the succeeding Committee meeting. The official signed minutes shall be completed and a hard copy given to the County Clerk's Office within five (5) working days of the meeting and shall be made available to the public as requested. At the end of the meeting minutes, it shall read as follows: THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE. (See Appendix Three (Taking Minutes))

## **RULE TWENTY FIVE: COMMITTEES, BOARDS AND COMMISSIONS**

After the initial appointment to the Committees, a replacement will be based on the recommendations of the Committee seeking replacement, submitted to the County Board Chair for appointment subject to ratification by the County Board. The Committee on Appointments shall recommend appointments to Special and/or Ad Hoc Committees subject to confirmation by the County Board. The County Board and Committee Duties and Structure shall be as follows:

### **County Board General Duties:**

- A. The County Board shall have all powers and duties granted by the Wisconsin State Statutes.
- B. The County Board is responsible for the review and adoption of the Administrative Policy Documents and Employee Manual annually.
- C. The County Board shall have final approval of the following items, including but not limited to:
  1. County Budget
  2. Collective Bargaining Agreements
  3. Transfer of General Funds
  4. Establishing Committees, Boards and Commissions
  5. Review proposed state and local legislation concerning County Government and make recommendations
- D. Confirm the appointment of non-elected Department Heads by a majority vote if required by Wisconsin Statutes
- E. Elect the County Highway Commissioner per Wisconsin Statutes



**Standing Committees Organization:**

- A. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall assume the Chair position and an election shall be held to elect a Vice Chair for the remainder of the term.
- B. A majority of the members of any Committee shall constitute a quorum for the transaction of business.
- C. The Chair of each Committee shall report to the County Board of their Committee activities as requested at County Board meetings.

**General Duties:**

- A. At the first organizational meeting, the Committee shall elect a Chair, Vice Chair, and recorder of the minutes.
- B. Review and recommend the annual budget for County Departments.
- C. Review of Department financial reports for each of the County Departments within the Committee's oversight
- D. Direct and guide Policy and accountability of the Departments within the Committee's oversight.
- E. Approve items including but not limited to:
  - 1. Departmental budget with a written one (1) year plan of operation to include goals & expectations
  - 2. Departmental policies and procedures
  - 3. Staffing levels and hours
  - 4. Grant applications and acceptances
  - 5. Establishing Departmental fee schedules
  - 6. Establishing Departmental short and long range goals
- F. Approve and bring forth intergovernmental agreements and contracts as necessary or as otherwise authorized by law
- G. Approve and bring forth resolutions and ordinances for action by the County Board

**ADMINISTRATIVE & FINANCE COMMITTEE**

- A. **Membership.** The Administrative & Finance Committee shall be comprised of (5) five County Board Supervisors;
  - 1. County Board Chair
  - 2. First (1<sup>st</sup>) Vice Chair
  - 3. Second (2<sup>nd</sup>) Vice Chair
  - 4. Two (2) appointed County Board Supervisors at large
- B. **Oversight.** The Administrative & Finance Committee shall confer and have policy-making responsibilities for the following Departments: Corporation Counsel, County Clerk, County Treasurer, County Manager/Administrative Coordinator, Personnel and MIS.
- C. **Duties and Responsibilities.** Shall have oversight of the County Budget and transfer of funds per the County Budget and Accounting Policies and be consistent with §65.90 of the Wisconsin State Statutes, as they may be amended from time to time.  
Duties and responsibilities include, but are not limited to the following:
  - 1. Examine all claims against the County
  - 2. Provides oversight for all routine County financial matters including review and approval of:
    - Audit reports
    - Investments
    - Insurance policies, bonding
    - Contingency funds, and
    - Recommends budget amendments to the County Board



3. Review on a monthly basis, the Treasurer's report on County investment activities pursuant §59.62, Wisconsin Statutes
4. Evaluate and make recommendations to the County Board on the issuance of new debt, refinancing existing debt, and authorizing debt repayment
5. Approve the implementation of a five (5) year technology plan for the County
6. Review and update all computer and technological policies annually
7. Review and update budget and accounting policies annually
8. Review and recommend salaries, benefits and compensation structure for all county personnel.
9. Maintain a level of communication with the Drainage Boards
10. Introduce Policy Resolutions that are not the responsibility of another committee.
11. Communication and liaison between all committees, municipalities and government units, to work out problems of mutual concern.
12. Hear policy violations and/or potential issues that may result in litigation.
13. Develop short and long range plans for the County.
14. Set parameters, goals, and give Policy directions to the Corporation Counsel and Personnel Director on collective bargaining issues. Prior to any contract being submitted to arbitration, the Corporation Counsel and Personnel Director shall meet with the Committee and discuss the status of negotiations and receive further direction.
15. All proposed union contracts shall be submitted to the Committee and County Board for final approval.
16. General policy-making responsibility for parks, trails, lake access areas, and recreation property operated, maintained and developed by the County to provide adequate and safe facilities for all users following the five (5) year recreational plan.
17. Assist in determining appropriate programs to be provided by the Recreation Program

#### **D. Sub Committees, Boards and Commissions:**

- 1. Health Insurance Committee.** This is an advisory Commission not a policy-making Commission. The purpose is to find ways to reduce costs of health, dental, vision, etc insurances for both the county and the insured employees. Recommend plan design and cost to the Finance Committee. The quorum for the Health Insurance Advisory Committees be established at five (5) members. Membership to include: two (2) County Board Members that are appointed by the board and each department head or their designee. (Res. #100-2014)
- 2. Rural Industrial Development Commission.** This is an advisory Commission not a policy-making Commission.
  - a. Membership.** The Rural Industrial Development Commission shall consist of seven (7) members that reflect the diversity of needs within the County. The Commission shall consist of representatives from the following and shall be appointed by the Committee on Appointments and approved by the County Board:
    1. Adams Columbia Electric Cooperative
    2. Adams County Board Supervisor
    3. Adams County Banks
    4. Local Business Community
    5. Towns
    6. City of Adams
    7. Village of Friendship
    8. Ex-Officio members include:
      - a. President of the Village of Friendship
      - b. Mayor of the City of Adams



- c. All Chairpersons of all Town Boards within the County
- d. Adams County Executive Director of the Chamber

**b. Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. The Rural Industrial Development Commission shall elect annually a President, Vice-President, Recorder of the minutes, and Treasurer.
2. Act pursuant to the Rural Industrial Development Commission, Inc. bylaws approved by the County Board

**3. Revolving Loan Fund.** This is an advisory Board, not a policy-making Board.

**a. Membership.** The Revolving Loan Fund shall be comprised of the Board of Directors of the Rural Industrial Development Commission.

**b. Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:

1. Serve new and expanding businesses in Adams County
2. Provide gap financing
3. Encourage investment
4. Encourage creation of permanent, year round jobs
5. Encourage retention and expansion of existing businesses
6. Attract new business
7. Encourage development of modern industrial technology, and a safe, healthful work environment in Adams County

## ETHICS BOARD

This policy recognizes the Ethics Board as set forth in Adams County Ethics Ordinance 22-2011. The Ethics Board shall be governed by Adams County Ethics Ordinance 22-2011 and any amendments or modifications or revisions thereto, as may be enacted by the County Board.

## HEALTH & HUMAN SERVICES BOARD

**A. Membership.** The Health & Human Services Board shall be comprised of nine (9) members, which shall consist of:

1. Five (5) shall be County Board Supervisors, one (1) of which will be a member of the Administrative and Finance Committee
2. Four (4) shall be individuals who are not elected officials or employees of the County. These members shall be comprised of the following:
  - a. An individual who receives or has received human services, or shall be a family member of such an individual, and who has demonstrated interest or competence in the field of public or community health
  - b. A good faith effort shall be made to appoint a Physician
  - c. A good faith effort shall be made to appoint a Registered Nurse
  - d. No public or private provider of services shall be appointed to the Health & Human Services Board

**B. Term.** As required by §46.23(4)(c), Wisconsin Statutes, members shall serve for terms of three (3) years, so arranged that as nearly as practicable, the terms of one-third ( $\frac{1}{3}$ ) of the members shall expire each year.

**C. Oversight.** The Health & Human Services Board shall confer and have policy-making responsibilities, except as provided by law, for the following Departments: Health & Human Services and Veteran Services.



- D. Duties and Responsibilities.** Created pursuant to §46.23(4)(a)(1) and §46.23(4)(b)(2), Wisconsin Statutes, duties and responsibilities shall include but not be limited to the following:
1. Oversee the Department and assure enforcement of the Health and Human Services Statutes, Rules, and Regulations
  2. Act as the Human Services Board as required by §46.23(5) and 46.23(5m), Wisconsin Statutes
  3. Act as the County Board of Health as required by §251.04, Wisconsin Statutes
  4. Act as the Aging Commission, advised by an Aging Advisory Committee, as required by §46.82(4)(d), Wisconsin Statutes
  5. Develop Policies and authorize direction and planning for the delivery of all human services; Health & Human Services that meet the physical and mental health, social and economic needs of individuals and families; review the coordinated plan and budget; set priorities on program operations within the funding mechanisms provided by Federal, State, and County Government
  6. Assess the health status of the citizens and recommend Policies that will improve the health status and assure that needed health services are provided
- E. Sub Committees, Boards, and Commissions.** All subcommittees shall report to the Health & Human Services Board. The Health & Human Services Board shall be responsible for interaction, communication and recommendations to the County Board with respect to its subcommittees, including: Aging Advisory Committee, Nutrition Advisory Committee, Long Term Support Advisory Committee, and AODA & Crisis Advisory Committee. The Board shall have interaction and communication with the Veteran Services Commission, Central Wisconsin Community Action Counsel, and North Central Wisconsin Workforce Development Board.
1. **Aging Advisory Committee.**
    - a. **Membership.** The Aging Advisory Committee shall be comprised of seven (7) members, and include at least 50% of older individuals. At least five (5) members will be age 60 and over, and five (5) shall be citizen members. The remaining members shall be the Aging & Disability Resource Manager serving as the Aging Director and Director of the Health & Human Services Department. The membership should be representative of the varying socio-economic composition of the older population in the County.
    - b. **Term.** Citizen members shall serve three (3) year terms, so arranged that as nearly practical, the terms of one-third ( $\frac{1}{3}$ ) of the members shall expire each year. No member may serve more than two (2) consecutive three (3) year terms.
    - c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
      1. This is an advisory Committee, not a policy-making Committee.
      2. Act pursuant to the Wisconsin Elders Act of 1991, as the Commission on Aging
      3. Meetings are held quarterly
  2. **Nutrition Advisory Committee.**
    - a. **Membership.** The Nutrition Advisory Committee shall be comprised of twelve (12) individuals which shall consist of the following:
      1. Nine (9) nutrition program participants, with three (3) representing each meal site.
      2. Others representing the public interest, consisting of:
        - (a) One (1) County Board Supervisor
        - (b) Aging & Disability Resource Manager serving as the Aging Director
        - (c) Director of the Health & Human Services Department
      3. Meal site participants shall elect members to serve on the Committee.
    - b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
      1. This is an Advisory Committee, not a policy-making committee.
      2. Meetings shall be held every two (2) months.



3. Meetings shall provide opportunity for the Committee to address participant grievances and complaints.

**3. Long Term Support Advisory Committee.**

- a. **Membership.** The Long Term Support Advisory Committee shall be comprised of at least 12 members, which shall consist of the following:

1. One (1) County Board Supervisor
2. Five (5) individuals receiving long-term support services (or a relative or guardian of such individuals) representing each of the groups eligible for Community Options Program funding (frail elderly, physical disabilities, developmental disabilities, chronic mental illness, and chemical dependence)
3. One (1) representative from each of the following:
  - (a) County Health Department
  - (b) Commission on Aging
  - (c) Health & Human Services Department
  - (d) Local nursing home
  - (e) Local home health agency
  - (f) Local medical center

- b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. This is an Advisory Committee, not a policy-making committee.
2. Meetings are held quarterly.
3. The Long Term Support Advisory Committee is responsible for approval and oversight of the Community Options Plan (and annual updates).
4. Assuring coordination of services among local service providers and long-term support programs
5. Evaluating service delivery

**4. Veteran Service Commission.**

- a. **Membership.** The Veterans Service Commission shall be comprised of at least five (5) residents of the County who are Veterans. Appointed by the County Board Chairperson for staggered three (3) year terms. Pursuant to §45.81.

- b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. This is an Advisory Commission, not a policy-making commission.
2. Meet a minimum of four (4) times per year
3. Provide aid to needy veterans, or to spouses, surviving spouses, minor and dependent children of veterans, and the needy parents of veterans

**HIGHWAY COMMITTEE**

- A. **Membership.** The Highway Committee shall be comprised of five (5) County Board Supervisors.

- B. **Oversight.** The Highway Committee shall confer and have policy-making responsibilities for the Highway Department.

- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. Act as the Highway Commission pursuant to §83.015, Wisconsin Statutes.

- D. **Sub Committees, Boards, and Commissions.** The Highway Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Traffic Safety Commission.

**1. Traffic Safety Commission.**

- a. **Membership.** The Traffic Safety Commission shall be comprised of the following:



1. Highway Commissioner
2. Sheriff or Chief Deputy
3. County Highway Safety Coordinator
4. One (1) representative designated by the Committee on Appointments from each of the disciplines of education, medicine, and law
5. Three (3) representatives involved in municipal law enforcement agencies, highways, and highway safety

b. **Duties and Responsibilities.** Include but are not limited to:

1. Meet at least quarterly to review traffic accident data from the County and other traffic safety related matters, and carryout all other duties pursuant to §83.013
2. Upon review, the Commission shall make written recommendation for any corrective action it deems appropriate to the Department of Transportation, County Board, Public Works Committee or any other appropriate branch of local government.
3. Committee shall file a report on each meeting with the Department of Transportation
4. The Department of Transportation shall furnish each commission with traffic accident data and uniform traffic citation data for the rural, federal, state and county highways in the jurisdictions represented in each Commission, which shall identify the accident rates and arrest rates on their highways, and shall also furnish a suitable map for use in spotting accidents.

## HOUSING AUTHORITY

A. **Membership.** The Housing Authority shall be comprised of five (5) members appointed by the Committee on Appointments pursuant §59.53(22)(b) and §66.1201(5)(a), Wisconsin Statutes, which shall consist of:

- a. Two (2) County Board Supervisors
- b. Three (3) citizen members

B. **Duties and Responsibilities.** The Housing Authority is created by §59.53(22), Wisconsin Statutes, and the duties and responsibilities are pursuant to §66.1201 and §66.1211, Wisconsin Statutes, and include, but are not limited to the following:

1. Prepare, carry out, acquire, leave and operate housing projects approved by the County Board to provide for the construction, reconstruction, improvement, alteration or repair of any, or part of, housing projects
2. Own, hold, clear and improve property
3. Lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project
4. Establish and revise the rents or charges for housing projects subject to the limitation of §66.1201, Wisconsin Statutes

## LAND & WATER and RESOURCE AND RECREATION COMMITTEE

A. **Membership:** The Land & Water Conservation Committee shall be comprised of seven (7) total members: Five (5) County Board Supervisors, and two (2) citizen members, one (1) of which shall be an Farm Services Agency (FSA) Representative and one (1) of which shall be recommended by the Adams County Lake Alliance and forwarded to the Committee on Appointments for approval.

B. **Oversight.** The Committee shall confer and have policy-making responsibilities for the Land & Water Conservation Department and UW Extension Department.

1. Act with the powers of Chapter 92, Wisconsin Statutes, regarding soil and water conservation and animal waste management
2. Act as the Land Conservation Committee pursuant to §92.07, Wisconsin Statutes and maintain all ordinances passed and in accordance therewith



3. Supervision of operation and maintenance of County owned dams
4. General policy-making responsibilities.
5. Assist in determining appropriate programs to be provided by the County Extension Department.
6. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b), Wisconsin Statutes.

## **LIBRARY BOARD**

- A. Membership.** The Adams County Library Board of Trustees shall consist of six (6) appointed members who shall be residents of the County. One (1) school administrator or his/her representative, to represent the public school district, or districts, in which the Adams County Library is located; one (1) member of the County Board of Supervisors; and four (4) members from the County at large.
- B. Term.** Members shall be divided as nearly as may be into three (3) equal classes to serve for one, two, and three years respectively from January 1 in the year of their appointment, and thereafter each regular appointment shall be for a term of three (3) years.
- C.** The Library Board shall have all the powers and duties consistent with Chapter 43 of the Wisconsin Statutes as may be amended from time to time. The Library Board is accountable to the Adams County Board for the general operation of the library. The Adams County Board shall determine budget appropriations, personnel policies and building usages unless statutes indicate otherwise.

## **PLANNING & ZONING COMMITTEE**

- A. Membership.** The Planning & Zoning Committee shall be comprised of seven (7) total members: Five (5) County Board Supervisors and Two (2) citizen members. Any excused vacancies on the seven (7) member Committee shall be filled from a predetermined list comprised of County Board Supervisors with knowledge or experience with zoning and the public hearing process.
- B. Oversight.** The Planning & Zoning Committee shall confer and have policy-making responsibilities for the following Departments: Planning & Zoning and Register of Deeds.
- C. Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  1. Act as the Planning & Zoning Committee pursuant §59.69(2), Wisconsin Statutes, and maintain all ordinances passed and in accordance therewith.
  2. Recommend amendments of the County Comprehensive Plan to the County Board
  3. Review and take action on any Land Information policies and approval of expenditures and contracts needed, proposed by the Land Information Officer or Land Information Sub Committee
  4. Oversee County Surveyor projects and budget
- D. Subcommittees, Boards, and Commissions.** The Planning & Zoning Committee shall be responsible for interaction, communication and recommendations regarding appointments to the Board of Adjustment, North Central Wisconsin Regional Planning Commission and Land Information Subcommittee.
  - 1. Board of Adjustment.** Language modified to be in compliance with statutes.
    - a. Membership.** The Board of Adjustment shall be appointed in accordance with Section §59.694 of the Wisconsin Statutes. The Board of Adjustment shall consist of no more than five (5) members of which the members must live within a town in the County, with no two (2) members from the same town. No member shall be a member of the Planning and Zoning Committee, a member of the County Board of Supervisors, or a member of a Town Board. The Committee on Appointments shall appoint two (2) alternates to the Board



pursuant §59.694(2)(bm). The terms shall be staggered three year terms appointed by the County Board Chairperson. The members shall serve with compensation and shall be removable for cause by the County Board Chairperson upon written charges and after a public hearing.

b. **Duties and Responsibilities.** Pursuant to §59.694, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:

1. Hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an Administrative Officer
2. Hear and decide special exceptions to the terms of a Zoning Ordinance upon which the Board of Adjustment is required to pass
3. Authorize, upon appeal in specific cases, such variance from the terms of a Zoning Ordinance, as will not be contrary to the public interest, where due to special conditions, a literal enforcement will result in practical difficulty or are unnecessarily burdensome, so that the spirit of the Zoning Ordinance shall be observed, public safety and welfare secured, and substantial justice done

## 2. Land Information Committee

a. **Membership.** The Adams County Land Information Committee will consist of the one (1) County Board Supervisor who will serve as Chair. The County Manager/Administrative Coordinator, GIS Technician, Land Information Officer, County Register of Deeds, County Treasurer, County Clerk, a Realtor (if available), and a representative from each of the following Departments: Solid Waste, MIS, Land and Water Conservation, Planning and Zoning, Sheriff, Emergency Management, Highway Commission, Real Property Lister and County Surveyor. Five (5) members of this committee constitute a quorum.

b. **Oversight.** The Land Information Committee shall confer and have policy development responsibilities and oversight for the Land Information functions and duties.

c. **Duties and Responsibilities.** The Land Information Committee shall carry out all duties and responsibilities in accordance with §59.72, Wisconsin Statutes.

## PROPERTY COMMITTEE

A. **Membership.** The Property Committee shall be comprised of five (5) members of the County Board for oversight of County owned property.

B. **Oversight.** The Property Committee shall confer and have policy-making responsibilities for the Building & Grounds Director/Maintenance Department.

C. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:

1. To allocate departmental space in all county buildings among all departments, excluding buildings operated by the Solid Waste Department, the Highway Department, the Parks, and the Dams to ensure and monitor the proper operation, repair and management of all county owned property, both real and personal.
  2. Appraise and advertise lands acquired by tax deed or by in-REM proceedings, pursuant §75.14, Wisconsin Statutes. Recommends the sale or holding of any lands acquired by tax deed or in-REM proceedings, requires approval of the County Board.
  3. The County Clerk is authorized to execute and sign any and all legal documents relating to sale and purchase of real or personal property.
  4. Review and approve contracts, leases, fees, expenditures or other agreements as necessary for the construction, improvement, equipment, maintenance, and operation of the Airport.
- D. **Sub Committees, Boards and Commissions.** The Property Committee shall be responsible for interaction, communication and recommendations to the County Board of Supervisors with respect to the Airport Commission, Adams County Fair Board and Workplace Safety Committee.



### 1. Airport Commission.

- a. **Membership.** The Airport Commission shall be comprised of one (1) County Board member from the Property Committee and three (3) members especially interested in aeronautics appointed by the Committee on Appointments.
- b. **Duties and Responsibilities.** Pursuant to §114.14, Wisconsin Statutes, duties and responsibilities shall be as follows:
  - i. The Airport Commission shall have complete and exclusive control and management over the airport as vested by the County.
  2. The commission shall provide a report to the Property Committee quarterly.

### 2. Fair Board.

- a. **Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor that is a member of the Property Committee to the Fair Board as a liaison member.
- b. **Duties and Responsibilities.** Attend Fair Board meetings as a non-voting member to assist and ensure communication between the entities.

### 3. Workplace Safety Committee. This is an Advisory Committee, not a policy-making Committee.

- a. **Membership.** One (1) County Board supervisor, the Building & Grounds Director or their designee, County Safety Director and two (2) qualified individuals that may or may not be County employees.
- b. **Oversight.** To address safety issues and oversee the County's workplace safety program.

## PUBLIC SAFETY & JUDICIARY COMMITTEE

- A. **Membership.** The Public Safety & Judiciary Committee shall be comprised of five (5) County Board Supervisors.
- B. **Oversight.** Except as provided by law, the Public Safety & Judiciary Committee shall confer and have policy-making responsibilities for the following Departments and Operations: Child Support, Clerk of Circuit Courts, Medical Examiner, District Attorney, Emergency Management, Office of the Family Court Commissioner, Register in Probate, and Sheriff.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  1. Review and approve as necessary emergency management plans for the County, consistent with the State Plan of Emergency Management, assist in the review and approval of Municipal Emergency Management Plans, and integration of such plans with the County plan.
  2. Act as the Emergency Management Committee pursuant to §166.03(4)(c), Wisconsin Statutes.
  3. Oversee activities of County Emergency Management Director per §166, Wisconsin Statutes.
  4. Approve rules, regulations and policies specific to the Sheriff's Department.
  5. Oversee the County Court and Court related processes.
  6. Pursuant to §59.54(15), Wisconsin Statutes, Annual Inspection. At least annually each year the Board of each County, or a Committee thereof, shall visit, inspect and examine each jail maintained by the County, as to health, cleanliness and discipline, and the keeper of the jail shall lay before the board or the committee a calendar setting forth the name, age and cause of committal of each prisoner. If it appears the Board or Committee that any provisions of the law have been violated or neglected, the Board or the Committee shall immediately give notice of the violation to the District Attorney of the County.
  7. Shall conduct public hearings pursuant to §59.26 and any amendments, codifications or renaming of said statute.



**D. Sub Committees, Boards, and Commissions.** The Public Safety & Judiciary Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Local Emergency Planning Commission.

**1. Local Emergency Planning Commission.**

- a. **Membership.** Pursuant to §59.54(8), Wisconsin Statutes, the Local Emergency Planning Commission is required to have members as specified in 42 USC 11001(c), which shall have powers and duties under 42 USC 11000 to 11050 and under §166.20 and 166.21, Wisconsin Statutes. Superfund Amendments and Re-authorization Act (SARA) Title III (Section 301(c)) requires that the Committee consist of at least one (1) representative from each of the following groups;
  1. Elected State and Local Officials
  2. Law Enforcement
  3. Fire
  4. Emergency Management
  5. Health Professionals
  6. Environmental
  7. Representatives of facilities subject to the Emergency Planning requirements and the Media
- b. **Duties and Responsibilities.** Pursuant to 42 USC 11000 to 11050 and under §166.20 and §166.21, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:
  1. This is an Advisory Committee, not a policy-making committee.
  2. Consult and coordinate with the County Board, the County and local heads of emergency management services, and the Public Safety & Judiciary Committee in the execution of the Local Emergency Planning Commission's duties.

**SOLID WASTE COMMITTEE**

- A. **Membership:** The Solid Waste Committee shall be comprised of five (5) County Board Supervisors.
- B. **Oversight.** The Solid Waste Committee shall confer and have policy-making responsibilities for the Solid Waste
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  1. General policy-making responsibility for the operations of the Solid Waste Department
  2. Remain updated of changing legislation regarding waste disposal and recycling to ensure County compliance

**SPECIAL OR AD HOC COMMITTEES**

**Duties and Responsibilities.** Special or Ad Hoc Committees may be recommended by the County Board Chair as the need arises, to carry out a specific task requested by the County Board and/or recommended by an Oversight Committee, which duration shall automatically cease upon completion of the task. All appointments are subject to confirmation and approval of the County Board.

**RULE TWENTY SIX: RESOLUTIONS AND ORDINANCES**

- A. Resolutions and Ordinances sponsored by Committees or individual Supervisors shall be in writing and hard copies with appropriate signatures and attachments filed with the County Clerk by 9:00 a.m. seven (7) days prior to the next meeting of the County Board. (i.e. Tues morning)
- B. Unless otherwise directed by a majority vote of Supervisors present, oral reading of any proposed Resolution or Ordinance shall be waived subsequent to reading of the Intent and Synopsis, Be it



Resolved, and Supervisors who signed the document, as long as all Supervisors have received a written copy of such Resolution or Ordinance in advance of the reading.

- C. Resolutions or Ordinances to be acted on by the County Board shall be sponsored by at least one (1) Supervisor. When offered by a Committee, the Resolution or Ordinance shall have signatures of a majority of the Supervisors of that Committee. All Resolutions shall be titled and carry a preamble setting for the Intent and Synopsis, Fiscal Note, and sponsor(s). The County Manager/Administrative Coordinator and Corporation Counsel shall review all Resolutions and Ordinances prior to them being submitted to the County Clerk's Office for the Board Meeting.
- D. Copies of late (should be exceptions and not the rule) Resolutions or Ordinances shall be provided to all Supervisors and Department Heads, and shall be read by the County Clerk. The County Board may consider them as long as the Resolution or Ordinance has been timely noticed in accordance with the Open Meetings Law and upon approval of the County Board Chair. The County Board may reconsider any action taken one (1) month previous as long as the prior action taken was properly noticed on the agenda. The County Clerk shall keep on file a copy of the agenda for public review.
- E. All Resolutions and Ordinances shall start with the number one (1) at the beginning of each calendar year. For example: Resolution 1-201\_\_ or Ordinance 1-201\_\_.

#### **RULE TWENTY SEVEN: NEW POSITIONS**

New permanent County positions not included in the budget that require transfer of funds shall not be created without approval of two-thirds ( $\frac{2}{3}$ ) of the County Board member's present.

#### **RULE TWENTY EIGHT: FUNDING**

- A. General Fund.** Any appropriation from the General Fund requires two-thirds ( $\frac{2}{3}$ ) vote of the County Board membership. (14 votes)
- B. Contingency Fund.** Any appropriation from the Contingency Fund requires two-thirds ( $\frac{2}{3}$ ) vote of the County Board membership. (14 votes)
  - 1. The contingency fund is an appropriation that is non-lapsing and is governed by the Administrative Finance Committee for transfers within the established restrictions under (C).
  - 2. Transfer from the contingency fund are permitted by the Administrative Finance Committee not to exceed ten percent (10%) of the Department's Budget.
- C. To Transfer.** A two-thirds ( $\frac{2}{3}$ ) vote of the County Board membership is required to permit the transfer of money from a line item within one (1) Department to a similar or different line item within another Department, or to permit transfer of money from an existing line item within a Department to line items unanticipated and not referred to in the annual budget. Unless approved by the Administrative & Finance Committee and the aggregate totals of such transfers in one (1) year does not exceed ten percent (10%) of the Department's budget.
- D. To Borrow.** A two-thirds ( $\frac{2}{3}$ ) vote of the County Board membership is required before the County Board may borrow funds. (14 votes)
- E. Annual Budget.** The County Board annual budget will not be valid unless it conforms with §65.90, Wisconsin Statutes, and is approved by majority vote of the County Board. Any amendments to the budget following the hearing shall require two-thirds ( $\frac{2}{3}$ ) vote of the County Board membership.

#### **RULE TWENTY NINE: CLAIMS AGAINST THE COUNTY**

- A.** All claims shall be brought against the county in compliance with §59.07 and §893.80 Wisconsin Statutes
- B.** The Corporation Counsel shall review claim(s) against the County in accordance with section 59.52 (12) (a) (b)



**C. Pre-Claim notices**

**RULE THIRTY: RULES IN VIOLATION OF LAW**

If any rule herein shall be determined to be in conflict with any state or federal law or ruled invalid by any court of competent jurisdiction, the remainder of these rules shall not be affected.

**RULE THIRTY ONE:** The County Board and/or appropriate Standing Committee shall be responsible for interaction, communication with respect to:

**A. Aging Disability Resource Center (ADRC).**

1. **Membership.** This committee is dictated by the bylaws adopted by the Consortia. The County Board Chair shall make the appointments, including at least one (1) County Board Supervisor to the committee. The Human Services Board and Commission on Aging shall make a recommendation to the County Board Chair regarding the appointments.

**B. Central Wisconsin Community Action Council (CWCAC).**

1. **Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor to the CWCAC. The Council meets six (6) times a year in even months with the following Counties involved: Adams, Juneau, Sauk, Columbia and Dodge.

**C. Community Response.**

1. **Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor and one (1) citizen member.

**D. Lake Districts.**

1. **Membership.** The Committee on Appointments shall appoint a County Board representative(s).
2. **Duties and Responsibilities.** Duties and responsibilities are set forth in §33.29 and §33.31, Wisconsin Statutes.

**E. Golden Sands Committee.**

1. **Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor that shall be a member from the Land & Water Committee to the Golden Sands Committee. That member must sit on the Water Quality Sub Committee.
2. **Oversight.** Manage natural and human resources in ways consistent with sound conservation principles by working across county lines to address local concerns.
3. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  - a. To develop and implement a program of resource conservation and development for Adams, Juneau, Marathon, Marquette, Monroe, Portage, Waupaca, Waushara, and Wood counties in an effort to conserve, develop and utilize natural resources and thereby improve general economic conditions.
  - b. To coordinate and assist in carrying out the local and regional development plans of other organizations and agencies.
  - c. To create a general awareness on the part of all people of the urgency and need for sustainable development, conservation and utilization of natural resources.

**F. North Central Wisconsin Workforce Development Board (NCWWDB).**

1. **Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor to the NCWWDB. The Board meets quarterly and the Counties involved in this District include: Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood. (Res. #99-2014)

**G. North Central Wisconsin Regional Planning Commission (NCWRPC).**

1. **Membership.** The County shall have three (3) appointments to the NCWRPC of which:



- a. The Committee on Appointments shall appoint one (1) member to the NCWRPC, pursuant §66.0309(3)(a) 1, Wisconsin Statutes.
- b. Two (2) members from each participating County shall be appointed by the Governor. At least (1) one appointee shall be a person, selected from a list of two (2) or more persons nominated by the County Board, who has experience in local government in elective or appointive offices or who is professionally engaged in advising local governmental units in the fields of land-use planning, transportation, law, finance, engineering or recreation and natural resources development. The Governor in making appointments under this subdivision shall give due weight to the place of residence of the appointees within the various Counties encompassed by the region, pursuant §66.0309(3)(a) 2, Wisconsin Statutes.

#### **H. South Central Environmental Health Consortium. (SCEH)**

1. **Membership.** The South Central Environmental Health Commission shall be composed of two (2) Commissioners from each jurisdiction and one (1) citizen member who shall be a resident in one of the jurisdictions, and shall be appointed by the agreement of the chairpersons of each of the governing bodies of jurisdictions.

- a. One (1) commissioner who shall be a member of the governing body of the Jurisdiction they represent. Commissioners shall serve a two (2) year term. If a commissioner is no longer a member of the governing body of the jurisdiction they represent their seat is automatically vacated. The Health Officer from each Jurisdiction shall serve as second commissioner from each jurisdiction.
- b. One citizen member, who shall be a resident in one of the jurisdictions, shall be appointed by the agreement of the chairperson of each of the governing bodies of jurisdictions.

#### **I. South Central Library System Board (SCLS).**

1. **Membership.** The position on the Board of Trustees for the South Central Library System is a required position that somebody from the Library Board of Trustees needs to fill. The SCLS Board governs the library system; the position can vote. One (1) non-voting alternate position can attend all the meetings, but cannot vote.

#### **APPENDIX ONE: DEFINITIONS.**

**Committee:** Referred to Committees, Boards, and Commissions, unless otherwise specifically noted.

**Majority:** The majority of the elected or appointed Supervisors present. A majority of citizens cannot make up a quorum of a meeting.

**Quorum:** A majority of Supervisors or Committee members shall constitute a quorum.

#### **PUBLIC PARTICIPATION:**

1. The topic must be part of the agenda.
2. Identify yourself and if representing a group, identify the group.
3. Avoid speaking at length to a previously presented issue by briefly expressing their position on that issue.
4. Plan group representation by appointing one or two members to present an issue.

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**RESOLUTION TO APPROVE THE APPOINTMENT OF KELLY OLESON AS  
THE ADAMS COUNTY HEALTH AND HUMAN SERVICES DIRECTOR**

P61

**INTRODUCED BY:** Supervisor Jack Allen

**INTENT & SYNOPSIS:** Resolution to appoint Kelly Oleson to the position of Health and Human Services Director at a starting hourly wage of \$35.69.

**FISCAL NOTE:** None. Position was vacated and monies are budgeted in the 2016 budget.



**WHEREAS:** On March 16 and March 21, 2016 the Health and Human Services Board interviewed candidates for the position of Health and Human Services Director and the Board selected a final candidate; and

**WHEREAS:** The Health and Human Services Board approved the terms of Kelly Oleson's employment offer and for the County Manager to make an offer; and

**WHEREAS:** The Health and Human Services Board recommended adoption by the County Board for Kelly Oleson to start on April 20, 2016 with a starting hourly wage of \$35.69 pursuant to the aged Wipfli Wage Structure, Pay Group 3.

**NOW THEREFORE, BE IT RESOLVED:** That the Adams County Board of Supervisors hereby approves the appointment of Kelly Oleson to the position of Health and Human Services Director with a starting wage of \$35.69 and benefit package in accordance with Adams County Policy.

Recommended for adoption by Health and Human Services Board on this 21<sup>st</sup> day of March, 2016

Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this  
Tabled \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk

☒ Reviewed by Corporation Counsel  
☒ Reviewed by County Manager/Administrative Coordinator



**RESOLUTION 19 -16**  
**RESOLUTION TO APPROVE OUT OF STATE TRAVEL FOR PUBLIC HEALTH**  
**STAFF (Public Health Nurse)**

**INTRODUCED BY:** Health and Human Services Board

**INTENT & SYNOPSIS:** Resolution to approve out-of-state travel and accommodations for Sarah Grosshuesch to Dallas, TX from April 16 to April 23, 2016.

**FISCAL NOTE:** None. The travel and accommodations are funded with a reimbursement and will be paid out of account number 240 E 30 54111 (430, 431, 432 and 433).

**WHEREAS:** *The Adams County Employee Handbook* Chapter 8, Section 1.02, requires all out-of-state travel and related expenses be authorized by Resolution of the County Board; and

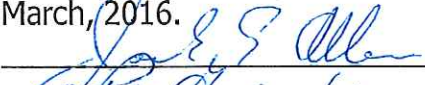

**WHEREAS:** Participation in the National Association of City and County Health Officials (NACCHO) Preparedness Summit meets requirements of the Wisconsin Department of Health Service Public Health Preparedness grant objectives and Sarah Grosshuesch was selected by NACCHO to attend; and

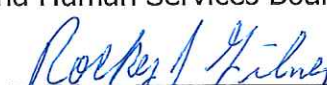

**WHEREAS:** All funding to implement and administer the public health preparedness program is provided by grants administered by the Wisconsin Department of Health Services; and

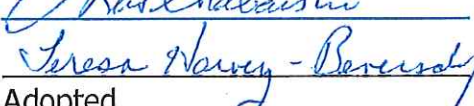
**WHEREAS:** Training and additional travel costs for staff have been awarded through a competitive scholarship process to Adams County Health and Human Services Division of Public Health from the Wisconsin Department of Health Services.

**NOW THEREFORE, BE IT RESOLVED:** That the Adams County Board of Supervisors hereby approves out-of-state travel for Sarah Grosshuesch to attend the Public Health Preparedness Summit and Roadmap to Ready Program in Dallas, TX from April 16 to April 23, 2016.

Recommended for adoption by Health and Human Services Board on this 14<sup>th</sup> day of March, 2016.





Adopted \_\_\_\_\_  
 Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this  
 Tabled \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
 County Board Chair

\_\_\_\_\_  
 County Clerk



Reviewed by Corporation Counsel



Reviewed by County Manager/Administrative Coordinator

**RESOLUTION TO APPROVE OUT OF STATE TRAVEL FOR PUBLIC HEALTH  
STAFF (Public Health Nurse Supervisor)**

P63

**INTRODUCED BY:** Health and Human Services Board

**INTENT & SYNOPSIS:** Resolution to approve out-of-state travel and accommodations for Public Health Nurse Supervisor to Aurora, IL on April 20<sup>th</sup>, 2016.

**FISCAL NOTE:** None. The travel and accommodations are funded with grant revenue and will be paid out of account number 240 E 30 54131 (430, 431, 432 and 433).

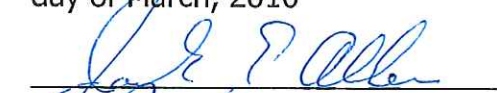

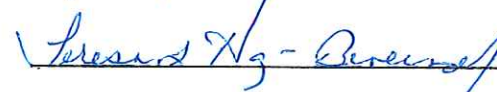
**WHEREAS:** *The Adams County Employee Handbook* Chapter 8, Section 1.02, requires all out-of-state travel and related expenses be authorized by Resolution of the County Board; and


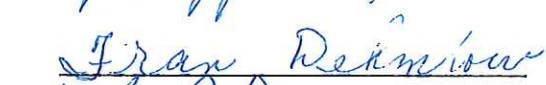


**WHEREAS:** Participation in the Nurse Family Partnership Community of Practice helps meet model fidelity as required by Nurse Family Partnership and the Wisconsin Family Foundations Home Visiting grant awarded Adams County in October of 2013; and

**WHEREAS:** All funding to implement and administer the Nurse Family Partnership Home Visiting program, including travel for required trainings and meetings, was approved in the 2016 budget.

**NOW THEREFORE, BE IT RESOLVED:** That the Adams County Board of Supervisors hereby approves out-of-state travel for the Public Health Nurse Supervisor to attend the Nurse Family Partnership Community of Practice in Aurora, IL on April 20, 2016.

Recommended for adoption by Health and Human Services Board on this 14th day of March, 2016

Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this  
Tabled \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk

☒ Reviewed by Corporation Counsel  
☒ Reviewed by County Manager/Administrative Coordinator



**RESOLUTION TO ENCOURAGE THE STATE OF WISCONSIN TO ENACT  
MEANINGFUL LEGISLATION THAT WILL ADEQUATELY PROTECT  
GROUNDWATER RESOURCES**

**INTRODUCED BY:** LAND AND WATER CONSERVATION COMMITTEE

**INTENT & SYNOPSIS:** To encourage the state legislature to enact  
meaningful groundwater protection legislation

**FISCAL NOTE:** The potential negative financial implications are catastrophic  
to the county and the state, their citizens and businesses, by not having a  
comprehensive, well-thought-out and balanced groundwater protection law; and

**WHEREAS:** Clean water, and more specifically groundwater, is a vital resource  
that citizens and businesses in the state cannot live without; and

**WHEREAS:** State government is the appropriate unit of government to  
comprehensively address groundwater protection so that the expertise of the  
state can be used to uniformly protect the citizens and businesses within this  
great state; and

**WHEREAS:** While there are state laws and regulations that pertain to  
groundwater, a more thorough assessment is needed to identify future threats to  
groundwater, and a statewide set of uniform regulations should be established  
and implemented to address the identified threats to ground water.

**NOW THEREFORE, BE IT RESOLVED by the Adams County Board of  
Supervisors** that the Adams County Land and Water Committee respectfully  
encourages our state legislature to adopt meaningful legislation that will protect  
groundwater as a vital resource; and

**BE IT FURTHER RESOLVED:** That the State and its agencies enhance state  
wide programs to educate the public on the threats to groundwater as well as  
enhance the enforcement of rules and regulations that protect this vital resource;  
and

**BE IT FURTHER RESOLVED:** That a copy of this resolution shall be directed to  
the attention of the state legislators representing constituents in Adams County,  
the governor, the directors of the DNR and DATCP, and the Wisconsin Counties  
Association.

Recommended for adoption by the Land and Water Conservation Committee this  
14th day of March, 2016.

RESOLUTION 21-2016  
RESOLUTION TO ENCOURAGE THE STATE OF WISCONSIN TO ENACT  
MEANINGFUL LEGISLATION THAT WILL ADEQUATELY PROTECT  
GROUNDWATER RESOURCES

P65

41 Joe Stahl

Paul D. Miller

42 Wan Wysocky

43 James H. Kunk

44 Adopted \_\_\_\_\_

45 Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this

46 Tabled \_\_\_\_\_ 19th day of April, 2016.

47 \_\_\_\_\_  
48 County Board Chair

\_\_\_\_\_   
County Clerk

51 ☒ Reviewed by Corporation Counsel

52 ☒ Reviewed by County Manager/Administrative Coordinator



**RESOLUTION TO Reapply for the Wisconsin Family Foundations Home Visiting Grant**

**INTRODUCED BY:** Health and Human Services Board

**INTENT & SYNOPSIS:** Resolution authorizing Adams County to reapply for a minimum of \$200,000 grant from the Wisconsin Department of Children and Families, Family Foundations Comprehensive Home Visiting Program to fund an intensive home visiting program in Adams County.

**FISCAL NOTE:** A 25% in-kind match is required and estimated to be approximately \$73,000.

**WHEREAS:** Adams County infant and maternal health outcomes are below the state average including high rates of child abuse and neglect, teen births, and low birth weight babies; and

**WHEREAS:** Adams County ranks 8<sup>th</sup> among Wisconsin counties for risk factors required to qualify for the Wisconsin Family Foundations Home visiting Program; and

**WHEREAS:** Evidence-based home visiting programs are an effective service delivery method to improve pregnancy outcomes; improve family functioning; promote child health, safety, and development; and prevent child abuse and neglect; and

**WHEREAS:** Adams County Health and Human Services has successfully implemented the Family Foundation Home Visiting grant requirements since 2013; and

**WHEREAS:** Adams County Health and Human Services is the fiscal agent for Juneau and Sauk counties home visiting programs since 2015, which provides for additional revenue to support the Department; and

**WHEREAS:** The grant funding will cover ongoing implementation costs of an intensive and evidence-based home visiting program, renewable up to 10 years, for families with children age 0-5.

**WHEREAS:** Existing staff positions funded by the Wisconsin Family Foundations Home Visiting grant are budgeted for 2016 and those positions shall be eliminated should additional funding not be secured;

**NOW THEREFORE, BE IT RESOLVED:** That the Adams County Board of Supervisors hereby authorizes the Director of Adams County Health and Human Services to act on behalf of Adams County by reapplying for a minimum of

**RESOLUTION TO Reapply for the Wisconsin Family Foundations Home Visiting Grant**

P67

47 \$200,000.00 from the Wisconsin Department of Children and Families, Family  
48 Foundations Comprehensive Home Visiting Program to continue funding an  
49 intensive home visiting program in Adams County; and  
50

51 **BE IT FURTHER RESOLVED:** That Adams County will comply with State and  
52 Federal requirements for the program and will meet the financial obligations  
53 under the grant as stated in the fiscal impact of the resolution.  
54

55 Recommended for adoption by the Health and Human Services Board this 11th  
56 day of April, 2016.

57 Jack E. Allen Tyran Delmonico  
58 Rocky J. Hilmy [Signature]  
59 [Signature]  
60  
61  
62  
63

64 Adopted \_\_\_\_\_  
65 Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this  
66 Tabled \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
67

68  
69 \_\_\_\_\_ County Board Chair \_\_\_\_\_ County Clerk  
70

71 ☒ Reviewed by Corporation Counsel  
72 ☒ Reviewed by County Manager/Administrative Coordinator



**RESOLUTION TO APPROVE THE SALE OF COUNTY ADVERTISED PROPERTY****INTRODUCED BY:** PROPERTY COMMITTEE**INTENT & SYNOPSIS:** TO SELL COUNTY ADVERTISED PROPERTY

**FISCAL NOTE:** \$932.87 REVENUE TO ACCOUNT NO. 100 A 12400 -TAX PORTION;  
 \$200.00 REVENUE TO ACCOUNT NO. 100. 10.48350 - PROPERTY SALES; \$917.13  
 REVENUE TO ACCOUNT NO. 100.10.46120 - TREASURER FEE; \$30.00 REVENUE TO  
 ACCOUNT NO. 100.13.46130 - REGISTER OF DEEDS RECORDING FEES; \$50.00 -  
 REIMBURSEMENT TO LEGAL ACCOUNT.

**WHEREAS:** Firas Kaplani has submitted a bid of \$2,100.00 for the parcel(s) of land  
 described as follows: Lot Three Hundred Fifty Four (354), Kingswood Addition to Royal  
 Crest nka Lake Arrowhead, in the Town of Rome, Adams County, Wisconsin #30-3561;  
 and

**WHEREAS:** Adams County took title to this property on August 10, 2015 per judgment  
 of foreclosure; and

**WHEREAS:** Firas Kaplani has submitted full payment of \$2,100.00 plus a \$30.00  
 recording fee, which is on deposit with the County Treasurer.

**NOW THEREFORE, BE IT RESOLVED by the Adams County Board of  
 Supervisors,** that the above described property is hereby approved for sale for the bid  
 of \$2,100.00; and

**BE IT FURTHER RESOLVED:** That the County Clerk issue a Deed to the above  
 described property per Ordinance #09-2014.

Recommended for adoption by the Property Committee this \_\_\_\_\_ day of April, 2016.

*Rocky J. Hines* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Adopted \_\_\_\_\_

Defeated \_\_\_\_\_

Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this  
 \_\_\_\_\_ day of April, 2016.

\_\_\_\_\_  
County Board Chair\_\_\_\_\_  
County Clerk

Reviewed by Corporation Counsel



Reviewed by County Manager/Administrative Coordinator

RESOLUTION 24 2016  
RESOLUTION TO APPROVE THE SALE OF COUNTY ADVERTISED PROPERTY

P69

**INTRODUCED BY:** PROPERTY COMMITTEE

**INTENT & SYNOPSIS:** TO SELL COUNTY ADVERTISED PROPERTY

**FISCAL NOTE:** \$989.86 REVENUE TO ACCOUNT NO. 100 A 12400 -TAX PORTION;  
\$200.00 REVENUE TO ACCOUNT NO. 100. 10.48350 - PROPERTY SALES; \$910.14  
REVENUE TO ACCOUNT NO. 100.10.46120 - TREASURER FEE; \$30.00 REVENUE TO  
ACCOUNT NO. 100.13.46130 - REGISTER OF DEEDS RECORDING FEES.

**WHEREAS:** Firas Kaplani has submitted a bid of \$2,100.00 for the parcel(s) of land  
described as follows: Lot Three Hundred Fifty Three (353), Kingswood Addition to Royal  
Crest nka Lake Arrowhead, in the Town of Rome, Adams County, Wisconsin #30-3560;  
and

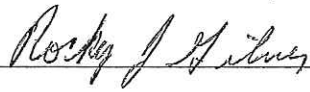
**WHEREAS:** Adams County took title to this property on August 10, 2015 per judgment  
of foreclosure; and

**WHEREAS:** Firas Kaplani has submitted full payment of \$2,100.00 plus a \$30.00  
recording fee, which is on deposit with the County Treasurer.

**NOW THEREFORE, BE IT RESOLVED by the Adams County Board of  
Supervisors,** that the above described property is hereby approved for sale for the bid  
of \$2,100.00; and

**BE IT FURTHER RESOLVED:** That the County Clerk will issue a Deed to the above  
described property per Ordinance #09-2014.

Recommended for adoption by the Property Committee this \_\_\_\_\_ day of April, 2016.

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this  
Tabled \_\_\_\_\_ day of April, 2016.

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk

☒ Reviewed by Corporation Counsel  
☒ Reviewed by County Manager/Administrative Coordinator



**RESOLUTION TO APPROVE THE SALE OF COUNTY ADVERTISED PROPERTY****INTRODUCED BY:** PROPERTY COMMITTEE**INTENT & SYNOPSIS:** TO SELL COUNTY ADVERTISED PROPERTY

**FISCAL NOTE:** \$1,000.00 REVENUE TO ACCOUNT NO. 100 A 12400 -TAX PORTION;  
 \$0.00 REVENUE TO ACCOUNT NO. 100. 10.48350 - PROPERTY SALES \$0.00 REVENUE  
 TO ACCOUNT NO. 100.10.46120 - TREASURER FEE; \$30.00 REVENUE TO ACCOUNT NO.  
 100.13.46130 - REGISTER OF DEEDS RECORDING FEES;

**WHEREAS:** Djumadi and Lori J. Djumadi have submitted a bid of \$1,000.00 for the  
 parcel(s) of land described as follows: Lot Four (4), Arrowhead Green Addition to Lake  
 Arrowhead; Parcel #30-2694; and

**WHEREAS:** Adams County took title to this property on September 22, 2014 per  
 judgment of foreclosure; and

**WHEREAS:** Djumadi and Lori J. Djumadi have submitted full payment of \$1,000.00  
 plus \$30 recording fee, which is on deposit with the County Treasurer.

**NOW THEREFORE, BE IT RESOLVED by the Adams County Board of  
 Supervisors,** that the above described property is hereby approved for sale for the bid  
 of \$1,000.00; and

**BE IT FURTHER RESOLVED:** That the County Clerk shall issue a Deed to the above  
 described property per Ordinance #09-2014.

Recommended for adoption by the Property Committee this \_\_\_\_\_ day of April, 2016.

*Rocky J. Libues*  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Adopted \_\_\_\_\_

Defeated \_\_\_\_\_

Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this  
 \_\_\_\_\_ day of April, 2016.

\_\_\_\_\_  
 County Board Chair

\_\_\_\_\_  
 County Clerk



Reviewed by Corporation Counsel

Reviewed by County Manager/Administrative Coordinator

## AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Comprehensive Zoning Ordinance as Ordinance No. 17A-2010 on December 21, 2010, which was effective upon publication on January 12, 2011, and which was approved by the Town Board of Jackson on March 30, 2011, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On February 16, 2016 Delores Rockwell Benish, owner, petitioned the Adams County Board of Supervisors to amend the County Zoning Ordinance to rezone four parcels (approx. 13.1 acres) in the Town of Jackson, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on April 6, 2016, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed Zoning Ordinance Amendment to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change: The Adams County Comprehensive Zoning Ordinance 17A-2010, and the corresponding zoning maps are hereby amended to reflect that the following described properties are changed from an R-3 Residential District to a B-1 Rural Business District of the Adams County Comprehensive Zoning Ordinance;

Property located in the NW ¼, SE ¼ & SW ¼, SE ¼, Section 15, Township 15 North, Range 7 East to include Lots 4 & 5 of CSM 4560, Lot 1 of CSM 4561 and Lot 1 of Deep Lake Assessor's Plat #1, (approx. 13.1 acres), Town of Jackson, Adams County, Wisconsin.


Published in the Times Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of April, 2016.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 6<sup>th</sup> day of April, 2016.

  
Joe Stuchlak, Chair

  
Barb Morgan, Vice Chair

  
Al Sebastiani/Jack Allen

  
Randy Theisen

  
Rocky Gilner

  
Larry Babcock

  
Mark Hamburg

Enacted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors  
Tabled \_\_\_\_\_ this \_\_\_\_\_ day of April, 2016

John West, Board Chair

Cindy Phillippi, County Clerk





## PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE  
FRIENDSHIP, WI 53934

PHONE: 608-339-4222

[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

### ADAMS CO PLANNING & ZONING COMMITTEE

April 6, 2016.

County Board Room @ 1:00 P.M. -Courthouse  
Friendship, WI 53934

Delores Rockwell Benish – Rezoning request from an R3 Residential District to a B1 Rural Business District with a Conditional Use Permit under Section 5-12.03(E) of the Adams County Comprehensive Zoning Ordinance and from a Recreational/Residential District to a General Purpose District of the Adams County Shoreland Wetland and Habitat Protection Zoning Ordinance to make the existing campground a conforming use and located in the NW ¼, SE ¼ & SW ¼, SE ¼, Section 15, Township 15 North, Range 7 East to include Lots 4 & 5 of CSM 4560, Lot 1 of CSM 4561 and Lot 1 of Deep Lake Assessor's Plat #1, (approx. 13.1 acres), Town of Jackson, Adams County, Wisconsin.

Appearing for with testimony: Delores Benish, owner.

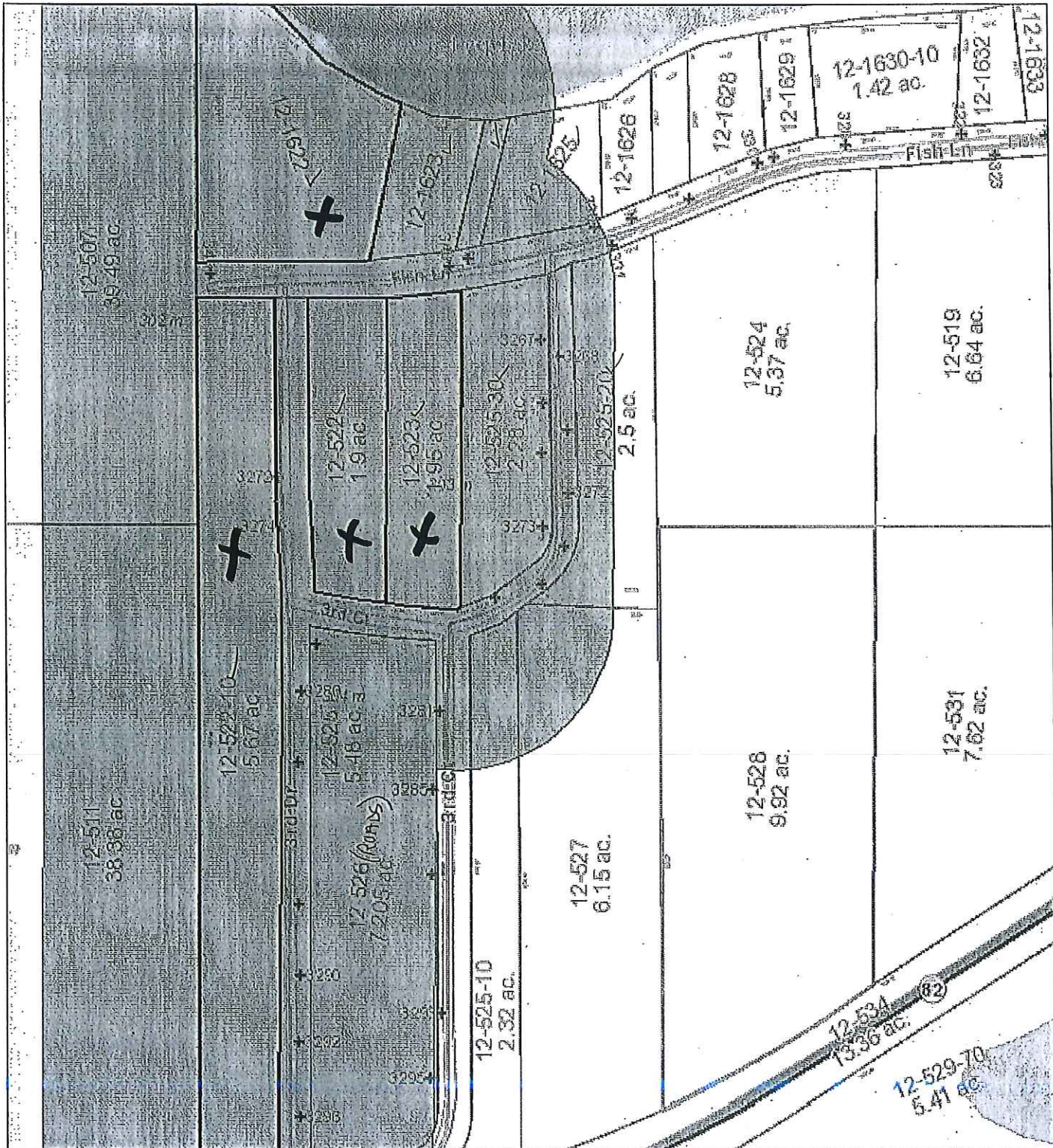
Appearing for without testimony: None.

No one appearing against.

Correspondence: Notification from the Town Board of Jackson that they met on March 16, 2016 and have no objection to the zoning change.

Disposition: Barb Morgan made a motion to approve the zoning change and forward that recommendation to the County Board for final action. Jack Allen seconded the motion. Roll Call. 7 – Yes. Motion carried.





February 11, 2016

Adams Co. 1:4,514

0 0.0375 0.075 0.15 ml  
0 0.05 0.1 0.2 km

- |  |                    |  |                    |  |              |
|--|--------------------|--|--------------------|--|--------------|
|  | State Highway      |  | Sections           |  | Streams      |
|  | County Highway     |  | Property Addresses |  | Fluctuating  |
|  | Local Road         |  | Schools            |  | Intermittent |
|  | Railroad           |  | Hospital           |  | Perennial    |
|  | County Boundary    |  | Parcel Lines       |  | Open Water   |
|  | Municipal Boundary |  | Meander Lines      |  | Open Water   |

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Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



## AMENDMENT OF ADAMS COUNTY SHORELAND PROTECTION ORDINANCE

P74

WHEREAS: The Adams County Board of Supervisors adopted the Adams County Shoreland Protection Ordinance on December 14, 1970, with an effective date of January 1, 1971, pursuant to the authorization contained in Section 59.692 of the Wisconsin Statutes, and was revised on June 21, 2011 as the Adams County Shoreland Wetland and Habitat Protection Ordinance and revised on August 3, 2011, with an effective date of August 16, 2011, and

WHEREAS: On February 16, 2016, Delores Rockwell Benish owner, petitioned the Adams County Board of Supervisors to amend the Shoreland Protection Ordinance to rezone 13.1 acres of property in the Town of Jackson, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on April 6, 2016 and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Shoreland Protection Ordinance, Ordinance No. 14-2011, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from a Recreational/Residential District to a General Purpose District.

Property located in the NW ¼, SE ¼ & SW ¼, SE ¼, Section 15, Township 15 North, Range 7 East to include Lots 4 & 5 of CSM 4560, Lot 1 of CSM 4561 and Lot 1 of Deep Lake Assessor's Plat #1, (approx. 13.1 acres), Town of Jackson, Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of April, 2016.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 6<sup>th</sup> day of April, 2016.



Joe Stuchlak, Chair



Barb Morgan, Vice Chair



Al Sebastiani/Jack Allen



Randy Theisen



Rocky Gilner



Larry Babcock



Mark Hamburg

Enacted \_\_\_\_\_

Defeated \_\_\_\_\_ by the Adams County Board of Supervisors

Tabled \_\_\_\_\_ this \_\_\_\_\_ day of April, 2016

John West, Board Chair

Cindy Phillippi, County Clerk



## PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE  
FRIENDSHIP, WI 53934

PHONE: 608-339-4222

[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

ADAMS CO PLANNING & ZONING COMMITTEE

April 6, 2016.

County Board Room @ 1:00 P.M. -Courthouse  
Friendship, WI 53934

Delores Rockwell Benish – Rezoning request from an R3 Residential District to a B1 Rural Business District with a Conditional Use Permit under Section 5-12.03(E) of the Adams County Comprehensive Zoning Ordinance and from a Recreational/Residential District to a General Purpose District of the Adams County Shoreland Wetland and Habitat Protection Zoning Ordinance to make the existing campground a conforming use and located in the NW ¼, SE ¼ & SW ¼, SE ¼, Section 15, Township 15 North, Range 7 East to include Lots 4 & 5 of CSM 4560, Lot 1 of CSM 4561 and Lot 1 of Deep Lake Assessor's Plat #1, (approx. 13.1 acres), Town of Jackson, Adams County, Wisconsin.

Appearing for with testimony: Delores Benish, owner.

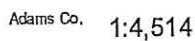
Appearing for without testimony: None.


















No one appearing against.

Correspondence: Notification from the Town Board of Jackson that they met on March 16, 2016 and have no objection to the zoning change.

Disposition: Barb Morgan made a motion to approve the zoning change and forward that recommendation to the County Board for final action. Jack Allen seconded the motion. Roll Call. 7 – Yes. Motion carried.





- |   |                    |   |                    |   |              |
|---|--------------------|---|--------------------|---|--------------|
|  | State Highway      |  | Sections           |  | Streams      |
|  | County Highway     |  | Property Addresses |  | Fluctuating  |
|  | Local Road         |  | Schools            |  | Intermittent |
|  | Railroad           |  | Hospital           |  | Perennial    |
|  | County Boundary    |  | Parcel Lines       | <b>Open Water</b>   |              |
|  | Municipal Boundary |  | Meander Lines      |  | Open Water   |

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Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



ORDINANCE 8 - 2016  
AMENDMENT OF ADAMS COUNTY SHORELAND PROTECTION ORDINANCE

P77

WHEREAS: The Adams County Board of Supervisors adopted the Adams County Shoreland Protection Ordinance on December 14, 1970, with an effective date of January 1, 1971, pursuant to the authorization contained in Section 59.692 of the Wisconsin Statutes, and was revised on June 21, 2011 as the Adams County Shoreland Wetland and Habitat Protection Ordinance and revised on August 3, 2011, with an effective date of August 16, 2011, and

WHEREAS: On March 15, 2016, Bruce M. & Luann M. Livingston, owners, petitioned the Adams County Board of Supervisors to amend the Shoreland Protection Ordinance to rezone a parcel (approx. 10 acres) in the Town of Jackson, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on April 6, 2016 and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Shoreland Protection Ordinance, Ordinance No. 14-2011, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from a Conservancy District to a Recreational/Residential District.

Property (≈ 3 acres) located in the E ½, E ½, Section 6, Township 16 North, Range 6 East, Lot 1 of CSM 4019 at N2507 State Road 13, Town of Easton, Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of April, 2016.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 6<sup>th</sup> day of April, 2016.



Joe Stuchlak, Chair



Barb Morgan, Vice Chair



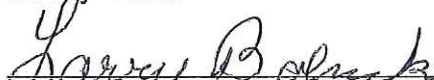
Al Sebastiani/Jack Allen



Randy Theisen



Rocky Gliner



Larry Babcock



Mark Hamburg

Enacted \_\_\_\_\_

Defeated \_\_\_\_\_ by the Adams County Board of Supervisors

Tabled \_\_\_\_\_ this \_\_\_\_\_ day of April, 2016

\_\_\_\_\_  
John West, Board Chair

\_\_\_\_\_  
Cindy Phillippi, County Clerk





## PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE  
FRIENDSHIP, WI 53934

PHONE: 608-339-4222

[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

### ADAMS CO PLANNING & ZONING COMMITTEE

April 6, 2016.

12:00 P.M. Onsite at N2507 State Road 13  
County Board Room @ 1:00 P.M. -Courthouse  
Friendship, WI 53934

Bruce M. & Luann M. Livingston – Rezoning request of a parcel (ten acres) from a Conservancy District to a Recreational/Residential District of the Adams County Shoreland Wetland and Habitat Protection Zoning Ordinance to allow the construction of a garage and future improvements to property located in the E ½, E ½, Section 6, Township 16 North, Range 6 East, Lot 1 of CSM 4019 at N2507 State Road 13, Town of Easton, Adams County, Wisconsin. (Note: The property is zoned R2 Rural Residential under the Adams County Comprehensive Zoning Ordinance.)

Appearing for with testimony: Bruce Livingston, owner.

Appearing for without testimony: None.

No one appearing against.

Correspondence: Notification from the Town Board of Easton that they met on March 21, 2016 and have no objection to the zoning change.

Disposition: An onsite was performed at 12:00 P.M. by the Committee at this location to familiarize themselves with the terrain. The request was for the full ten acre parcel, which only about three quarters of that was zoned Conservancy. The completed Committee Findings checklist showed a total score of 379, with an average score of 54.14. (A score of 48 (80%) or higher is required for a recommendation of approval) Mark Hamburg made a motion to grant the rezoning in part. After some discussion it was the Committee's consensus to run a straight line from north to south twenty yards west of the retention pond and rezone that portion east of that line that is in Conservancy to Recreational/Residential and forward that recommendation for that portion of the above-described property, to the County Board for final action. Rocky Gilner seconded the motion. Roll Call Vote: 7 -Yes.  
Motion carried.

Case 1989

# PLANNING & ZONING COMMITTEE FINDINGS CHECKLIST

P79

APPLICANT NAME: Bruce Livingston DATE: 4/6 PARCEL #: \_\_\_\_\_

True	False	Base considerations to evaluate Conservancy land rezone requests.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Town did not object to the proposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Those noticed / contiguous did not object to the proposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The DNR did not object to the proposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The request is consistent with the Comprehensive Plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The site is not waterfront.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The site is not wet or mapped as wetland.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The site is high / dry ground.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is development adjoining or in close proximity.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is adequate infrastructure in the area (roads, utilities etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are no reasonable alternatives to the proposal or components of the proposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The proposal does not conflict with surrounding land uses.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The overall proposal is environmentally sound.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The site / area is not in a floodplain.

Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	Specific Conservancy rezone request / requirements compliance:
				<input checked="" type="checkbox"/>	(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
				<input checked="" type="checkbox"/>	(B) The proposed rezone is in the best interest of Adams County citizens.
				<input checked="" type="checkbox"/>	(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
				<input checked="" type="checkbox"/>	(D) No **significant adverse impact upon storm and flood water storage capacity.
				<input checked="" type="checkbox"/>	(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
				<input checked="" type="checkbox"/>	(F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
				<input checked="" type="checkbox"/>	(G) No **significant adverse impact upon shoreline protection against soil erosion.
				<input checked="" type="checkbox"/>	(H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds.
				<input checked="" type="checkbox"/>	(I) No **significant adverse impact upon wildlife habitat.
				<input checked="" type="checkbox"/>	(J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
				<input checked="" type="checkbox"/>	(K) Petitioner provided *proof that the proposed rezone will not have ***significant adverse impact".
				<input checked="" type="checkbox"/>	(L) The Applicant's Inventory Checklist does not indicate any concerns.
				<u>60</u>	TOTAL: {A score of 48 (80%) or higher is required for a recommendation of approval}

Findings / Comments: \_\_\_\_\_

COMMITTEE MEMBER SIGNATURE: Mark Hamburg

Date: Apr 6, 2016



## PLANNING &amp; ZONING COMMITTEE FINDINGS CHECKLIST

 APPLICANT NAME: Bruce & Luann Livingston DATE: 4/6 PARCEL #: \_\_\_\_\_

True	False	Base considerations to evaluate Conservancy land rezone requests.
		The Town did not object to the proposal.
		Those noticed / contiguous did not object to the proposal.
		The DNR did not object to the proposal.
		The request is consistent with the Comprehensive Plan.
		The site is not waterfront.
		The site is not wet or mapped as wetland.
		The site is high / dry ground.
		There is development adjoining or in close proximity.
		There is adequate infrastructure in the area (roads, utilities etc.)
		The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS).
		The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
		The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
		There are no reasonable alternatives to the proposal or components of the proposal.
		The proposal does not conflict with surrounding land uses.
		The overall proposal is environmentally sound.
		The site / area is not in a floodplain.

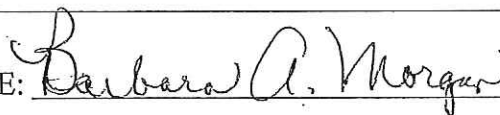
Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	Specific Conservancy rezone request / requirements compliance:
			4		(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
				5	(B) The proposed rezone is in the best interest of Adams County citizens.
			4		(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
				5	(D) No **significant adverse impact upon storm and flood water storage capacity.
				5	(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
				5	(F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
				5	(G) No **significant adverse impact upon shoreline protection against soil erosion.
				5	(H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds.
				5	(I) No **significant adverse impact upon wildlife habitat.
				5	(J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
				5	(K) Petitioner provided *proof that the proposed rezone will not have ***significant adverse impact".
				5	(L) The Applicant's Inventory Checklist does not indicate any concerns.
					TOTAL: {A score of 48 (80%) or higher is required for a recommendation of approval}

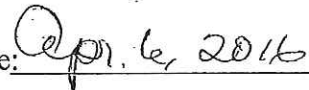
Findings / Comments:



COMMITTEE MEMBER SIGNATURE:



Date:





## PLANNING &amp; ZONING COMMITTEE FINDINGS CHECKLIST

 APPLICANT NAME: LIVINGSTON DATE: 4/6/16 PARCEL #: \_\_\_\_\_

True	False	Base considerations to evaluate Conservancy land rezone requests.
		The Town did not object to the proposal.
		Those noticed / contiguous did not object to the proposal.
		The DNR did not object to the proposal.
		The request is consistent with the Comprehensive Plan.
		The site is not waterfront.
		The site is not wet or mapped as wetland.
		The site is high / dry ground.
		There is development adjoining or in close proximity.
		There is adequate infrastructure in the area (roads, utilities etc.)
		The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS).
		The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
		The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
		There are no reasonable alternatives to the proposal or components of the proposal.
		The proposal does not conflict with surrounding land uses.
		The overall proposal is environmentally sound.
		The site / area is not in a floodplain.

Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	Specific Conservancy rezone request / requirements compliance:
			✓		(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
			✓		(B) The proposed rezone is in the best interest of Adams County citizens.
			✓		(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
			✓	✓	(D) No **significant adverse impact upon storm and flood water storage capacity.
			✓		(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
			✓		(F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
			✓		(G) No **significant adverse impact upon shoreline protection against soil erosion.
			✓	✓	(H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds.
			✓		(I) No **significant adverse impact upon wildlife habitat.
			✓		(J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
			✓		(K) Petitioner provided *proof that the proposed rezone will not have ***significant adverse impact.
			✓		(L) The Applicant's Inventory Checklist does not indicate any concerns.
					TOTAL: <u>51</u> {A score of 48 (80%) or higher is required for a recommendation of approval}

Findings / Comments: \_\_\_\_\_

 COMMITTEE MEMBER SIGNATURE: Joe Stuchess

 Date: 4/6/16

 38  
15  
F1  
32  
14



# PLANNING & DEVELOPMENT COMMITTEE FINDINGS CHECKLIST

P82

APPLICANT NAME: Bruce Livingston DATE: 4/6/10 PARCEL #: \_\_\_\_\_

True	False	Base considerations to evaluate Conservancy land rezone requests.
		The Town did not object to the proposal.
		Those noticed / contiguous did not object to the proposal.
		The DNR did not object to the proposal.
		The request is consistent with the Comprehensive Plan.
		The site is not waterfront.
		The site is not wet or mapped as wetland.
		The site is high / dry ground.
		There is development adjoining or in close proximity.
		There is adequate infrastructure in the area (roads, utilities etc.)
		The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS).
		The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
		The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
		There are no reasonable alternatives to the proposal or components of the proposal.
		The proposal does not conflict with surrounding land uses.
		The overall proposal is environmentally sound.
		The site / area is not in a floodplain.

Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	Specific Conservancy rezone request / requirements compliance:
				✓	(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
			✓		(B) The proposed rezone is in the best interest of Adams County citizens.
			✓		(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
				✓	(D) No **significant adverse impact upon storm and flood water storage capacity.
			✓		(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
			✓		(F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
			✓		(G) No **significant adverse impact upon shoreline protection against soil erosion.
			✓		(H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds.
			✓		(I) No **significant adverse impact upon wildlife habitat.
				✓	(J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
				✓	(K) Petitioner provided *proof that the proposed rezone will not have ***significant adverse impact.
				✓	(L) The Applicant's Inventory Checklist does not indicate any concerns.
				48	TOTAL: {A score of 48 (80%) or higher is required for a recommendation of approval}

Findings / Comments: \_\_\_\_\_

COMMITTEE SIGNATURES: \_\_\_\_\_



## PLANNING &amp; ZONING COMMITTEE FINDINGS CHECKLIST

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ PARCEL #: \_\_\_\_\_

True	False	Base considerations to evaluate Conservancy land rezone requests.
X	<del>X</del>	The Town did not object to the proposal.
		Those noticed / contiguous did not object to the proposal.
		The DNR did not object to the proposal.
		The request is consistent with the Comprehensive Plan.
		The site is not waterfront.
		The site is not wet or mapped as wetland.
		The site is high / dry ground.
		There is development adjoining or in close proximity.
		There is adequate infrastructure in the area (roads, utilities etc.)
		The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS).
		The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
		The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
		There are no reasonable alternatives to the proposal or components of the proposal.
		The proposal does not conflict with surrounding land uses.
		The overall proposal is environmentally sound.
		The site / area is not in a floodplain.

Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	Specific Conservancy rezone request / requirements compliance:
			X		(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
		X			(B) The proposed rezone is in the best interest of Adams County citizens.
		X			(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
		X			(D) No **significant adverse impact upon storm and flood water storage capacity.
			X		(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
			X		(F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
			X		(G) No **significant adverse impact upon shoreline protection against soil erosion.
			X		(H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds.
		X			(I) No **significant adverse impact upon wildlife habitat.
		X			(J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
			X		(K) Petitioner provided *proof that the proposed rezone will not have ***significant adverse impact.
			X		(L) The Applicant's Inventory Checklist does not indicate any concerns.
				4/3	<b>TOTAL:</b> {A score of 48 (80%) or higher is required for a recommendation of approval}

Findings / Comments: \_\_\_\_\_

COMMITTEE MEMBER SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_



## PLANNING &amp; ZONING COMMITTEE FINDINGS CHECKLIST

 APPLICANT NAME: Bruce L Luann DATE: 4/6/16 PARCEL #: \_\_\_\_\_

True	False	Base considerations to evaluate Conservancy land rezone requests.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Town did not object to the proposal.
<input type="checkbox"/>	<input type="checkbox"/>	Those noticed / contiguous did not object to the proposal.
<input type="checkbox"/>	<input type="checkbox"/>	The DNR did not object to the proposal.
<input type="checkbox"/>	<input type="checkbox"/>	The request is consistent with the Comprehensive Plan.
<input type="checkbox"/>	<input type="checkbox"/>	The site is not waterfront.
<input type="checkbox"/>	<input type="checkbox"/>	The site is not wet or mapped as wetland.
<input type="checkbox"/>	<input type="checkbox"/>	The site is high / dry ground.
<input type="checkbox"/>	<input type="checkbox"/>	There is development adjoining or in close proximity.
<input type="checkbox"/>	<input type="checkbox"/>	There is adequate infrastructure in the area (roads, utilities etc.)
<input type="checkbox"/>	<input type="checkbox"/>	The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS).
<input type="checkbox"/>	<input type="checkbox"/>	The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
<input type="checkbox"/>	<input type="checkbox"/>	The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
<input type="checkbox"/>	<input type="checkbox"/>	There are no reasonable alternatives to the proposal or components of the proposal.
<input type="checkbox"/>	<input type="checkbox"/>	The proposal does not conflict with surrounding land uses.
<input type="checkbox"/>	<input type="checkbox"/>	The overall proposal is environmentally sound.
<input type="checkbox"/>	<input type="checkbox"/>	The site / area is not in a floodplain.

Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	Specific Conservancy rezone request / requirements compliance:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(B) The proposed rezone is in the best interest of Adams County citizens.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(D) No **significant adverse impact upon storm and flood water storage capacity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(G) No **significant adverse impact upon shoreline protection against soil erosion.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(I) No **significant adverse impact upon wildlife habitat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(K) Petitioner provided *proof that the proposed rezone will not have ***significant adverse impact.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(L) The Applicant's Inventory Checklist does not indicate any concerns.
					TOTAL: <u>54</u> {A score of 48 (80%) or higher is required for a recommendation of approval}

Findings / Comments: \_\_\_\_\_

 COMMITTEE MEMBER SIGNATURE: Rocky Bihler

 Date: 4/6/16



## PLANNING &amp; ZONING COMMITTEE FINDINGS CHECKLIST

 APPLICANT NAME: Bruce Livingston DATE: 4-6-16 PARCEL #: \_\_\_\_\_

True	False	Base considerations to evaluate Conservancy land rezone requests.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Town did not object to the proposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Those noticed / contiguous did not object to the proposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The DNR did not object to the proposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The request is consistent with the Comprehensive Plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The site is not waterfront.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The site is not wet or mapped as wetland.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The site is high / dry ground.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is development adjoining or in close proximity.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is adequate infrastructure in the area (roads, utilities etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are no reasonable alternatives to the proposal or components of the proposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The proposal does not conflict with surrounding land uses.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The overall proposal is environmentally sound.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The site / area is not in a floodplain.

Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	Specific Conservancy rezone request / requirements compliance:
				<input checked="" type="checkbox"/>	(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
				<input checked="" type="checkbox"/>	(B) The proposed rezone is in the best interest of Adams County citizens.
				<input checked="" type="checkbox"/>	(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
				<input checked="" type="checkbox"/>	(D) No **significant adverse impact upon storm and flood water storage capacity.
				<input checked="" type="checkbox"/>	(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
				<input checked="" type="checkbox"/>	(F) No ***significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
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				<input checked="" type="checkbox"/>	(I) No **significant adverse impact upon wildlife habitat.
				<input checked="" type="checkbox"/>	(J) No ***significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
				<input checked="" type="checkbox"/>	(K) Petitioner provided *proof that the proposed rezone will not have ***significant adverse impact.
				<input checked="" type="checkbox"/>	(L) The Applicant's Inventory Checklist does not indicate any concerns.
				<input checked="" type="checkbox"/>	<b>TOTAL:</b> {A score of 48 (80%) or higher is required for a recommendation of approval}

Findings / Comments: \_\_\_\_\_

COMMITTEE MEMBER SIGNATURE: \_\_\_\_\_

 Date: 4-6-16





March 1, 2016

State Highway

County Highway

Local Road

Railroad

County Boundary

Municipal Boundary

Sections

Property Addresses

Schools

Hospital

Special Flood Hazard Area

100 Year Flood Zone

Floodway

Parcel Lines

Meander Lines

Adams Co. 1:2,257

0 0.0175 0.035 0.07 mi

0 0.03 0.06 0.12 km

DISCLAIMER: This map is for informational purposes and has not been prepared for, nor is it suitable for legal, surveying, or engineering purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Adams County makes no warranty or guarantee as to the content, accuracy, timeliness, or completeness of any of the data provided, and assumes no legal responsibility for the information contained hereon. Copyright 2015, Adams County. All rights reserved.



## AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

P87

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Comprehensive Zoning Ordinance as Ordinance No. 17A-2010 on December 21, 2010, which was effective upon publication on January 12, 2011, and which was approved by the Town Board of Jackson on March 30, 2011, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On March 15, 2016, D. Edward LLC, owner, petitioned the Adams County Board of Supervisors to amend the County Zoning Ordinance to rezone property (approx. 37.18 acres) in the Town of Jackson, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on April 6, 2016, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed Zoning Ordinance Amendment to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change: The Adams County Comprehensive Zoning Ordinance 17A-2010, and the corresponding zoning maps are hereby amended to reflect that the following described property is changed from an A1 Exclusive Agriculture District to an R-1 LL Residential District (approx. 11.13 acres) and A3 Secondary Agriculture District (approx.. 26.05 acres) of the Adams County Comprehensive Zoning Ordinance;


Property located in the NE ¼, SW ¼, Section 15, Township 15 North, Range 7 East, Fish Lane, Town of Jackson, Adams County, Wisconsin.


Published in the Times Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of April, 2016.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 6<sup>th</sup> day of April, 2016.

  
Joe Stuchlak, Chair


  
Rocky Gilner

  
Barb Morgan, Vice Chair

  
Larry Babcock

  
Al Sebastiani/Jack Allen

  
Mark Hamburg

 **Recused**  
Randy Thelsen

Enacted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors  
Tabled \_\_\_\_\_ this \_\_\_\_\_ day of April, 2016

John West, Board Chair

Cindy Phillippi, County Clerk





## PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE  
FRIENDSHIP, WI 53934  
PHONE: 608-339-4222  
[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

### ADAMS CO PLANNING & ZONING COMMITTEE

April 6, 2016.

County Board Room @ 1:00 P.M. -Courthouse  
Friendship, WI 53934

D. Edward, LLC – Rezoning request of 37.18 acres from an A1 Exclusive Agriculture District to an R1-Large Lot Residential District (11.13 acres) and to an A3 Secondary Agriculture District (26.05 acres) to allow the property to be split for future building lots and located in the NE ¼, SW ¼, Section 15, Township 15 North, Range 7 East, Fish Lane, Town of Jackson, Adams County, Wisconsin.

Appearing for with testimony: Dale Daggett, owner.

Appearing for without testimony: None.

No one appearing against.

Correspondence: Notification from the Town Board of Jackson that they met on September 9, 2015 and have no objection to the zoning change.

Disposition: Jack Allen made a motion to approve the zoning change and forward that recommendation to the County Board for final action. Mark Hamburg seconded the motion. Roll Call Vote: 6 -Yes. 1 – recused(Theisen) Motion carried.

**ADAMS COUNTY CERTIFIED SURVEY MAP NO.****GENERAL LOCATION**

BEING A PART OF THE NE1/4 OF THE SW1/4, SECTION 15, T. 15 N, R. 7 E, TOWN OF JACKSON, ADAMS COUNTY, WISCONSIN. CONTAINING: 484,561 SQ. FT.± - 11.12 ACRES±

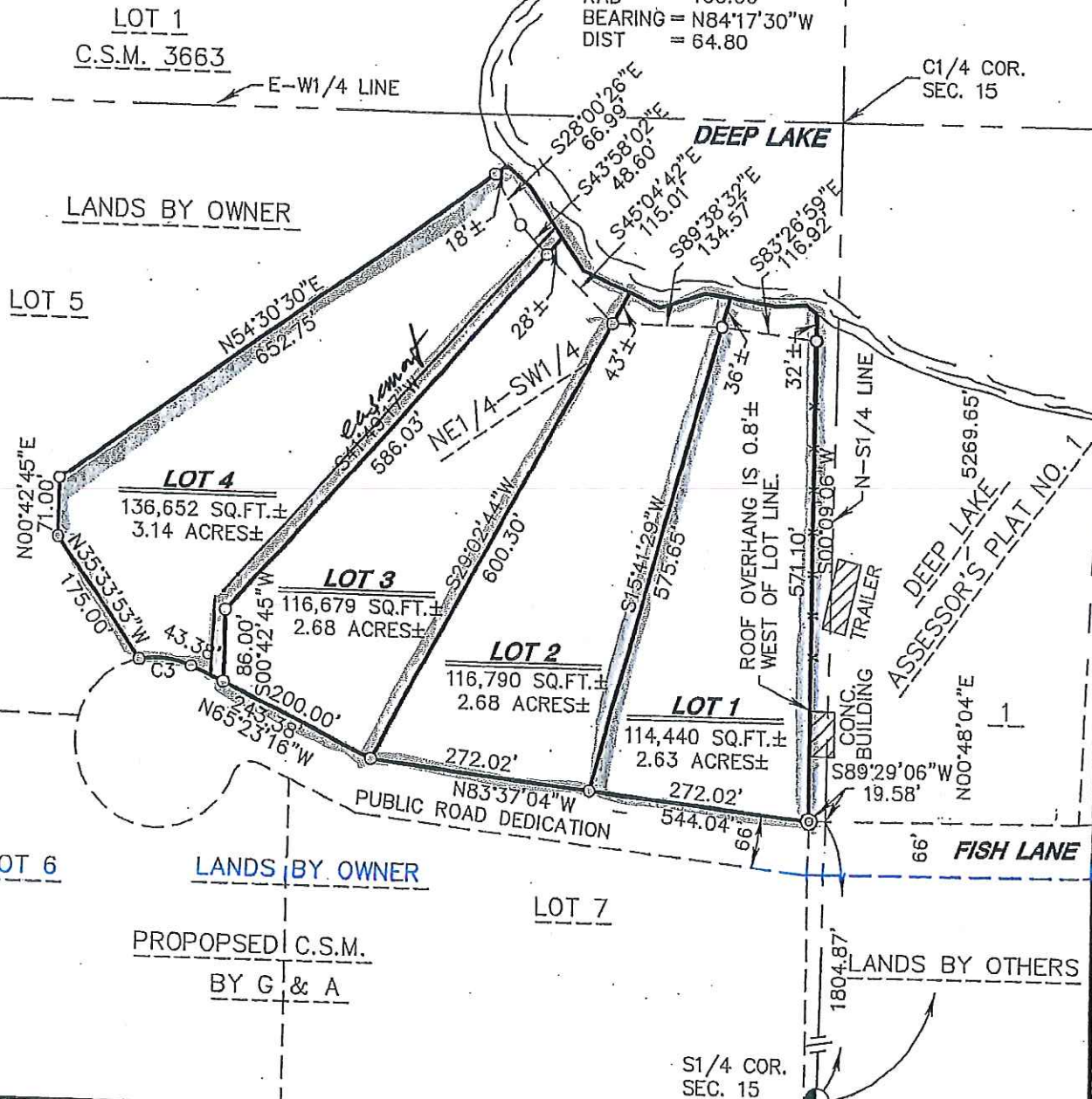
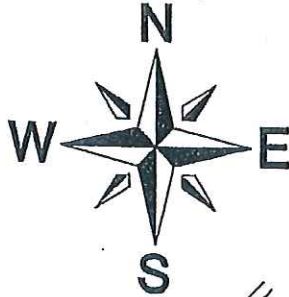
**BASIS OF BEARINGS:** IS THE N-S1/4 LINE, SECTION 15, WHICH IS ASSUMED TO BEAR N00°48'04"E.

**LEGEND**

- 3/4" X 24" IRON ROD SET (WT. = 1.5 LBS / L.F.)
- ⊙ 2" IRON PIPE FND.
- ⊙ ADAMS CO. MON. FND.
- X— FENCE LINE

**SCALE: 1" = 200'**

0 100' 200' 400'



SEAL:

**OWNER:**

DALE DAGGETT  
5 W. MAIN STREET  
MONTELLO, WI 53949

**CLIENT:**

DAGGETT REALTY  
5 W. MAIN STREET  
MONTELLO, WI 53949

As prepared by:



**GROTHMAN & ASSOCIATES, S.C.**  
LAND SURVEYORS

**G & A FILE NO. 500-327**



# ADAMS COUNTY CERTIFIED SURVEY MAP NO.

BEING A PART OF THE NE1/4 OF THE SW1/4, SECTION 15, T. 15 N,

R. 7 E, TOWN OF JACKSON, ADAMS COUNTY, WISCONSIN.

CONTAINING: 1,134,515 SQ. FT.± - 26.04 ACRES±

## BASIS OF BEARINGS: IS

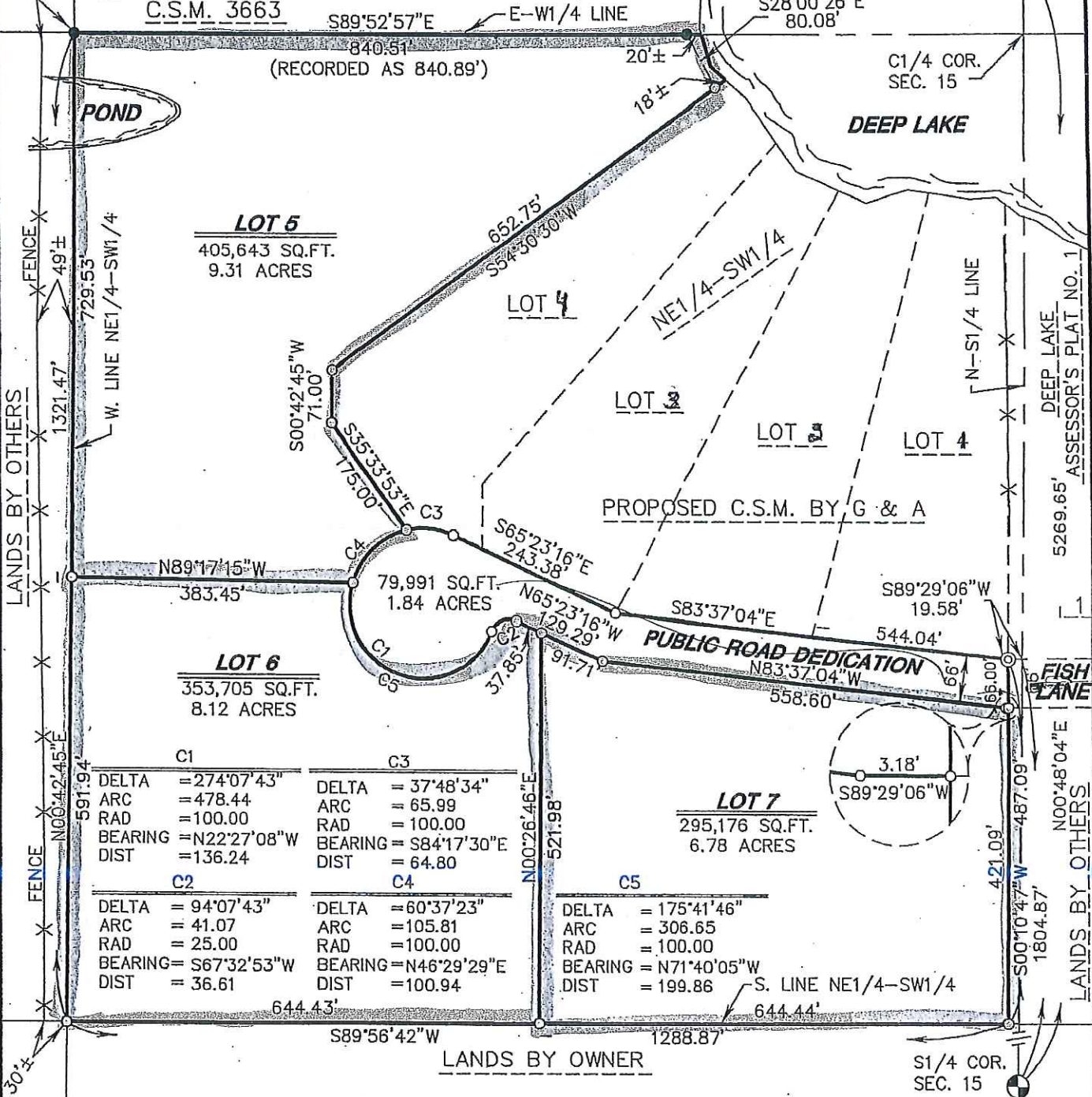
THE N-S1/4 LINE, SECTION 15,  
WHICH IS ASSUMED TO BEAR  
N00°48'04"E.

SCALE: 1" = 200'



## LEGEND

- 3/4" X 24" IRON ROD SET  
(WT. = 1.5 LBS / L.F.)
- ⊙ 2" IRON PIPE FND.
- 1" IRON PIPE FND.
- ⊙ ADAMS CO. MON. FND.



SEAL:

### OWNER:

DALE DAGGETT  
5 W. MAIN STREET  
MONTELLO, WI 53949

### CLIENT:

DAGGETT REALTY  
5 W. MAIN STREET  
MONTELLO, WI 53949

As prepared by:

GROTHMAN & ASSOCIATES, S.C. G & A FILE NO. 500-327

**SOCIAL HOSTING ORDINANCE**

The County Board of Supervisors of the County of Adams does ordain as follows:

**WHEREAS:** The Adams County Board of Supervisors intends to discourage underage possession and consumption of alcohol, even if done within the confines of a private residence; and

**WHEREAS:** The Adams County Board of Supervisors also intends to hold persons civilly responsible who host events or gatherings where persons under 21 years of age possess or consume alcohol regardless of whether the person hosting the event or gathering supplied the alcohol.

**NOW THEREFORE, the Adams County Board of Supervisors does hereby ordain as follows:**

**1.01 Permitting or Encouraging Underage Violation**

**A. Purpose and Findings.** The Adams County Board of Supervisors finds:

- 1) Events and gatherings held on private or public property where alcohol is possessed or consumed by persons under the age of twenty-one are harmful to those persons and constitute a potential threat to public health requiring prevention or abatement.
- 2) Prohibiting underage consumption acts to protect underage persons, as well as the general public, from injuries related to alcohol consumption, such as alcohol overdose or alcohol related traffic collisions.
- 3) Alcohol is an addictive drug, which, if used irresponsibly could have drastic effects on those who use it as well as those who are affected by the actions of an irresponsible user.
- 4) Often, events or gatherings involving underage possession and consumption occur outside the presence of parents. However, there are times when the parent(s) is/are present and condone the activity, and in some circumstances, provide the alcohol.
- 5) A deterrent effect will be created by holding a person responsible for hosting an event or gathering where underage possession or consumption occurs.



39 **B. Definitions.** For purposes of this chapter, the following terms have the  
40 following meanings:

- 41 1) **"Alcohol"** means ethyl alcohol, hydrated oxide of ethyl, or spirits  
42 of wine, whiskey, rum, brandy, gin or any other distilled spirits  
43 including dilutions and mixtures thereof from whatever source or by  
44 whatever process produced.
- 45 2) **"Alcoholic beverage"** means alcohol, spirits, liquor, wine, beer  
46 and every liquid or solid containing alcohol, spirits, wine or beer,  
47 and which contains one-half of one percent or more of alcohol by  
48 volume and which is fit for beverage purposes either alone or when  
49 diluted, mixed or combined with other substances.
- 50 3) **"Event or gathering"** means any group of three or more persons  
51 who have assembled or gathered together for a social occasion or  
52 other activity.
- 53 4) **"Host"** or **"Allow"** means to aid, conduct, entertain, organize,  
54 supervise, control or permit a gathering or event.
- 55 5) **"Parent"** means any person having legal custody of a juvenile:  
56 a) As natural, adoptive parent or step-parent;  
57 b) As a legal guardian; or  
58 c) As a person to who legal custody has been given by order of  
59 the Court.
- 60 6) **"Residence", "premises", or "public or private property"**  
61 means any home, yard, farm, field, land, apartment, condominium,  
62 hotel or motel room or other dwelling unit, or a hall or meeting  
63 room, park or any other place of assembly, whether occupied on a  
64 temporary or permanent basis, whether occupied as a dwelling or  
65 specifically for a party or other social function, and whether owned,  
66 leased, rented or used with or without permission or compensation.
- 67 7) **"Underage person"** is any individual under twenty-one (21) years  
68 of age.
- 69 8) **"Present"** means being at hand or in attendance.
- 70 9) **"In control"** means having the power to direct, manage, oversee  
71 and/or restrict the affairs, business or assets of a person or entity.

72

73 **C. Prohibited Acts.** It is unlawful for any person(s) to: host or allow an event  
74 or gathering at any residence, premises or on any other private or public  
75 property where alcohol or alcoholic beverages are present when the person  
76 knows that an underage person will or does consume any alcohol or alcoholic  
77 beverage; or possess any alcohol or alcoholic beverage with the intent to  
78 consume it; and the person fails to take reasonable steps to prevent possession  
79 or consumption by the underage person(s).

- 80 1) A person is responsible for violating above if the person  
 81 intentionally aids, advises, hires, counsels or conspires with or  
 82 otherwise procures another to commit the prohibited act.  
 83 2) A person who hosts an event or gathering does not have to be  
 84 present at the event or gathering to be responsible.

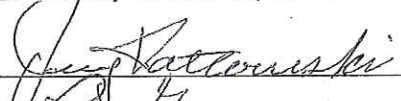
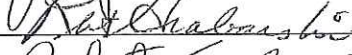

85  
 86 **D. Exceptions.** This chapter does not apply to conduct solely between an  
 87 underage person and his or her parents while the parent is present and in  
 88 control of the underage person.

- 89 1) This chapter does not apply to legally protected religious  
 90 observances.  
 91 2) This chapter does not apply to situations where underage persons  
 92 are lawfully in possession of alcohol or alcoholic beverages during  
 93 the course and scope of employment.  
 94

95 **E. Penalties.** A person who violates any provision of this ordinance is subject to  
 96 a forfeiture of not less than \$500.00 nor more than \$5,000.00 together with the  
 97 costs of prosecution or penalties may follow current Wisconsin State Statute. A  
 98 person who is in default of payment is subject to standard default rules and  
 99 regulations.

100  
 101 **F. Effective Date.** This Ordinance shall take effect the day after publication.

102  
 103 Recommended for enactment by the Public Safety and Judiciary Committee this  
 104 9<sup>th</sup> day of March, 2016.

105  
 106  \_\_\_\_\_  
 107  \_\_\_\_\_  
 108  \_\_\_\_\_

109 Enacted \_\_\_\_\_  
 110 Defeated \_\_\_\_\_ by the Adams County Board of Supervisors  
 111 Tabled \_\_\_\_\_ this \_\_\_\_\_ day of April, 2016.

112  
 113 \_\_\_\_\_  
 114 Chairman \_\_\_\_\_ County Clerk

115  
 116 ☒ Reviewed by Corporation Counsel



## Ad Hoc County Board Rules Meeting Minutes

Feb 12, 2016, 2:00 p.m. A160

Meeting was called to order by County Clerk, Phillippi at 2:05 p.m. The meeting was properly noticed. Present, Grabarski, Allen, Stuchlak, West and Babock. Also present, Wagner and Kubisiak. Motioned by Grabarski/Allen to approve the agenda. Motion carried by unanimous voice vote. Nominations for Chair were opened by Phillippi. West was nominated for Chair, by Allen, there were no other nominations. Nominations were closed by Phillippi. All in favor of West as Chair. West took over as Chair. West opened nominations for Vice Chair. Allen was nominated as Vice Chair, by Stuchlak, there were no other nominations. Nominations were closed by West. All in favor of Allen as Vice Chair. Discussion began on County Board Rules.

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87		<b>RULE ONE: COUNTY BOARD OF SUPERVISORS</b>	
88		The governing body shall be known as "Adams County Board of Supervisors" and shall from this	
89		point forward be called the "County Board". The County Board shall consist of twenty (20)	
90		Supervisors representing twenty (20) Districts within Adams County.	
91			
92		<b>RULE TWO: TERM OF OFFICE</b>	
93		The County Board shall serve a two (2) year term expiring on the third (3 <sup>rd</sup> ) Tuesday in April in the	
94		even numbered years.	
95			
96		<b>RULE THREE: HOME RULE</b>	
97		To give the County the largest measure of self government under the Administrative Home Rule	
98		authority granted to Counties in §59.03(1), Wisconsin Statutes, this chapter shall be liberally	
99		construed in favor of the rights, powers and privileges of the County to exercise any organizational	
100		or administrative power.	
101			
102		<b>RULE FOUR: PARLIAMENTARY PROCEDURE</b>	
103		A. Except as modified by these Rules and in all matters not specifically provided for, the Rules of	
104		Parliamentary Procedure in the latest edition of Robert's Rules of Order shall govern the County	
105		Board in all cases where applicable, improper use of a motion shall be immediately addressed	
106		by the Corporation Counsel.	
107		B. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the	
108		whole County Board, and shall vote on all questions taken by ayes and nays except an appeal	
109		from their own decisions.	
110		C. Every matter that comes before the County Board, may without motion, be referred to its	
111		appropriate Committee by the Chair.	
112		D. When a motion is made and seconded, it shall be stated by the Chair or Clerk before debate.	
113		If a motion contains several points, a Supervisor may require the motion to be divided.	
114		E. On all questions, it shall be proper to call for a division for the "ayes" and "nays" if made before	
115		<u>the decision of the Chair. All Motions, Amendments, Resolutions or Ordinances shall be</u>	
116		<u>entered in the minutes.</u>	
117		F. Whenever a Supervisor requests to speak in debate or deliver any remarks to the County	
118		Board, she/he shall address the Chair and limit their remarks to the question under debate.	
119		G. In all cases, the Supervisor who first (1 <sup>st</sup> ) addresses the Chair shall speak first (1 <sup>st</sup> ). When two	
120		(2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is	
121		to speak first (1 <sup>st</sup> ).	
122		H. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The	
123		County Board, if appealed to, shall decide the case. If there is no appeal, the decision of the	
124		Chair shall be submitted to.	
125		I. All questions shall be put in the order in which they were moved except privileged questions.	



All other separate motions shall have precedence in the order in which they are named.

- J. Any Supervisor desirous of terminating debate may call the previous question when recognized by the Chair. The Chair shall ask if there is any objection to closing the debate. If a Supervisor objects to the call of the previous question, the Chair may call for a motion to end the debate. If the motion has been seconded the Chair must immediately take a vote as to whether to order the previous question. To close the debate requires a two-thirds ( $\frac{2}{3}$ ) vote of the County Board.
- K. A Motion to adjourn shall always be in order; but this Rule shall not authorize any Supervisor to move an adjournment when another Supervisor has the floor or when the Board is voting.
- L. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who has been excused from the previous County Board meeting, to move for reconsideration of the vote on any question on the same or next regular meeting of the County Board.
- M. Any Supervisor may, call on any County employee for remarks on matters pertaining to their Office or Department.

#### **RULE FIVE: ORGANIZATIONAL MEETING**

- A. The first meeting of the newly Elected Board will be an Organizational Meeting. The meeting will be held the third (3<sup>rd</sup>) Tuesday in April in even numbered years. The order of business for this meeting will be as follows:
  1. Call the meeting to Order by the County Clerk
  2. County Clerk to indicate if the Meeting was properly announced
  3. Administration of the Oath of Office
  4. Roll Call
  5. Moment of Silence
  6. Pledge of Allegiance
  7. Approve the Agenda
  8. Election of the County Board Chair (two (2) year term)
  9. Election of 1<sup>st</sup> Vice-Chair (two (2) year term)
  10. Election of 2<sup>nd</sup> Vice-Chair (two (2) year term)
  11. Go to regular business under Rule Twenty Four

#### **RULE SIX: CALL OF THE ROLL**

Anytime the County Board convenes or reconvenes, the County Clerk shall make a roll call of the members.

#### **RULE SEVEN: VOTING**

All Supervisors present at any meeting of the County Board shall be required to vote unless excused by the Chair or a majority vote of the County Board. Voting shall be done electronically, unless the Chair calls to have a voice vote. Anytime the County Board or a Committee votes on any matter, the Secretary, or Recording Secretary of the Committee shall record the members' votes and enter it into the meeting minutes.

#### **RULE EIGHT: RULES OF THE BOARD**

The Rules of the Board are adopted in even number years at the April regular organizational County Board Meeting. Changes recommended by an the ad hoc county board rules committee will be presented to the organizational reviewed in March by the outgoing board meeting and adopted by the incoming board for adoption in April.



**RULE NINE: RULE CHANGE**

- A. The Rules may be suspended by a two-thirds ( $\frac{2}{3}$ ) vote of the Supervisors present.
- B. These Rules may be amended by Resolution at any Regular Session of the Board by a two-thirds ( $\frac{2}{3}$ ) vote of Supervisors present.

**RULE TEN: ELECTION OF OFFICERS**

The County Board shall, on the third (3<sup>rd</sup>) Tuesday of April, in the even numbered years, elect, by secret ballot according to §19.88(1), Wisconsin Statutes, a Chair, 1<sup>st</sup> Vice Chair and 2<sup>nd</sup> Vice Chair, to each serve a two (2) year term. The County Clerk shall conduct the election as follows until the Chair is elected:

- A. Nominations shall be accepted from the floor. After three (3) calls for "any other nominations", nominations shall be closed
- B. Each nominee may speak for three (3) minutes.
- C. Each position shall be voted on by separate secret ballot.
- D. Secret ballots are used until a majority vote of the members present elects such Officer
- E. In the event a candidate does not obtain a majority vote the election shall continue until a majority vote is obtained

**RULE ELEVEN: COMMITTEE ON APPOINTMENTS**

The Committee on Appointments shall consist of the County Board Chair, 1<sup>st</sup> Vice Chair, and 2<sup>nd</sup> Vice Chair. The Committee on Appointments shall appoint all members of Committees, subject to confirmation of the County Board. These initial appointments shall occur within 10 working days of the Organizational Meeting held in April of even numbered years. Thereafter, the County Board Chair will make recommendations for committee member replacements and/or appointments subject to confirmation of the County Board. The County Clerk shall be responsible for maintaining committee listings.

**RULE TWELVE: DUTIES OF THE COUNTY BOARD CHAIR**

The County Board Chair shall perform all duties under §59.12, Wisconsin Stats., as may be amended from time to time. The Chair preserves the order of the County Board, and shall decide all the questions of order, subject to an appeal of the County Board.

- A. The Chair shall ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies.
- B. The Chair shall preside at County Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
- C. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
- D. The Chair shall ensure the other Supervisors are informed of current and pending County Board issues and processes.
- E. The Chair may excuse the attendance of members and the same shall be entered into the minutes of the County Board.
- F. The Chair shall be an ex-officio member of all Committees, and may vote only in the absence of a member of the Committee if there is no quorum.
- G. The Chair shall preserve and may speak on points of order in preference to other Supervisors and shall be required to vote on all questions and matters pertaining to the County Board, except questions on appeal from his decisions, and his vote shall be recorded with the rest.
- H. The Chair/Clerk may administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties.



- I. The Chair, or designee, shall represent the County at all ceremonial events or functions, when requested, and shall represent the County upon request of groups or organizations to present County positions or programs.
- J. Approve County Board Agendas within 24 hours of receipt

The Chair is a member of the County Board, and has the same rights in debate as any other member. However, the Chair is also obligated to maintain impartiality and fairness to the debate when presiding over the County Board.

### **RULE THIRTEEN: DUTIES OF THE 1<sup>ST</sup> VICE CHAIR AND 2<sup>ND</sup> VICE CHAIR**

- A. The 1<sup>st</sup> Vice Chair shall assume the duties of the Chair in the event of the Chair's absence.
- B. The 1<sup>st</sup> Vice Chair shall assume the duties of the Chair in the event of a permanent absence due to disability, incapacity, death, resignation or removal. The 2<sup>nd</sup> Vice Chair shall be moved to 1<sup>st</sup> Vice Chair position and an election, as provided in **Rule Ten**, shall be held to elect a new 2<sup>nd</sup> Vice Chair for the remainder of the term.
- C. In the event the Chair and the 1<sup>st</sup> Vice Chair are absent for the above-mentioned reasons, the 2<sup>nd</sup> Vice Chair shall assume the Chair's duties and responsibilities.

### **RULE FOURTEEN: APPOINTMENTS AND ORIENTATION MEETING**

The second meeting of the newly Elected Board is to be held after the Organizational Meeting. The meeting will be held within 10 working days of the Organization Meeting in April in even numbered years. The meeting will only consist of appointments and Orientation and no additional business shall take place. The order of business for this meeting will be as follows:

1. Call the meeting to Order by the Chair
2. Was the meeting properly announced
3. Roll Call
4. Moment of Silence
5. Pledge of Allegiance
6. Approve the Agenda
7. Appointments
8. Recess for orientation of board members
9. Conducted by **County Manager**, Corporation Counsel, County Clerk and/or outside agencies as applicable
10. Reconvene
11. Adjourn

### **RULE FIFTEEN: ABSENCE OF THE CHAIR, 1<sup>ST</sup> VICE CHAIR, AND 2<sup>ND</sup> VICE CHAIR**

In the absence of the Chair and the Vice Chairs, the County Clerk shall call the County Board to order, and the County Board shall then elect, as provided in **Rule Ten**, one (1) of the members as temporary Chair.

### **RULE SIXTEEN: COUNTY BOARD VACANCY**

In the event of a vacancy on the County Board, the County Chairperson shall appoint a person who is a qualified elector and resident of that supervisory district to fill the vacancy for the unexpired portion of the term, pursuant §59.12, Wisconsin Statutes. If the County Board disapproves the appointment, any member of the County Board, at the same meeting, may offer nominations to fill the vacancy subject to the approval of the County Board. Any person appointed to the County Board under this paragraph shall take Office upon being approved by the County Board and sworn in by the Chair or the County Clerk.



**RULE SEVENTEEN: TIME AND PLACE OF MEETINGS**

The County Board shall meet on the following dates:

- A. The third (3<sup>rd</sup>) Tuesday in April in the even numbered years shall be the Organizational Meeting.
- B. The Annual Meeting shall be held on the Tuesday after the second Monday of November in each year, unless such meeting is adjourned in accordance with § 59.11(1), Wisconsin Statutes.
- C. The third (3<sup>rd</sup>) Tuesday in each month unless otherwise designated by a majority vote of the Board.

All meetings shall begin at 9:30 a.m. or 6:00 p.m., unless a different hour is specified by a majority vote of the County Board. The place of the meetings shall be in the County Board Room of the Courthouse in the Village of Friendship, Wisconsin, or at another location as designated by a majority vote of the County Board.

**RULE EIGHTEEN: SPECIAL MEETING**

- A. The County Board may cancel, postpone or set Special Meetings, except those expressly required by law, upon the written request of a majority of the Supervisors. The request must specify the time and date of the meeting, and must be delivered to the County Clerk at least 48 hours before the meeting. The request shall also list the reason(s) for canceling, postponing, or the purpose of the Special Meeting. The County Clerk shall notify each Supervisor by mail, fax, email, or telephone of the date and time of the meeting.
- B. In the case of an emergency, the Chair, 1<sup>st</sup> Vice Chair, or 2<sup>nd</sup> Vice Chair may call a Special Meeting. The calling of the meeting must be in writing, specify the date, time and place and be delivered to the County Clerk at least 24 hours before the meeting. The County Clerk shall prepare an agenda and notify each Supervisor by mail, fax, e-mail, or telephone of the date and time of the meeting.

**RULE NINETEEN: QUARTERLY COMMUNICATION AND STRATEGIC PLANNING MEETING**

The County Board may meet at a minimum quarterly and more frequently, if necessary, to ensure the other Supervisors are informed of current and pending County Board issues and processes and advancement of strategic planning. This meeting may include Supervisors, members of management and/or others as deemed appropriate. It is encouraged that this meeting take place in conjunction with a regular County Board Meeting and as a Committee Meeting of the Whole, with a specific agenda. Items/topics of discussion will be determined prior to adjournment of the previous County Board Meeting. This meeting is meant to promote communication, open government and transparency, and encourage forward thinking by respectfully discussing, debating and searching for understanding of County plans.

The order of business for this meeting may be as follows:

1. Call to order by the Chair
2. Was the meeting properly announced
3. Roll Call
4. Approve Agenda
5. Review of previous meeting minutes
6. Identify agenda items:
  - a.
  - b. etc



7. Set next-meeting date

8. Adjournment

## **RULE TWENTY: ATTENDANCE**

- A. Attendance at all County Board meetings by Supervisors is mandatory pursuant §59.11(4) Wisconsin Statutes. Absences may be excused solely by the County Board Chair, but advance notification to the County Clerk is acceptable subject to the Chair's approval.
- B. The above attendance rules also apply to Committees. ~~with the exception that only the Committee Chair shall be contacted and approve any absences.~~ Committee members may designate their replacement or request the County Clerk to find their replacement. Committee meeting absences may be excused by the Chair of the committee, or by notification to the County Clerk. The Committee Chair will be informed at all times. \*\*\*\*

## **Unexcused Absences**

- A. An unexcused absence from any County Board meeting by a Supervisor, depending upon the circumstances, shall subject such Supervisor to suspension or expulsion from the County Board upon two-thirds ( $\frac{2}{3}$ ) vote of the members present.
- B. A Supervisor that has three (3) consecutive unexcused absences from a Committee shall be reported to the County Board Chair for appropriate County Board action. The County Board action may include reprimand or suspension from the County Board or Committee. This action must be approved by two-thirds ( $\frac{2}{3}$ ) vote of the members present.
- C. ~~If a Supervisor is excused from a Committee meeting, at the discretion of the Committee Chair, they may designate another Supervisor to replace the excused Supervisor, only to constitute a quorum.~~ they may designate their replacement or request the County Clerk to find their replacement. The Committee Chair will be informed at all times. \*\*\*\*

## **RULE TWENTY ONE: QUORUM**

A majority of Supervisors or Committee members shall constitute a quorum.

## **RULE TWENTY TWO: OPEN MEETINGS**

The public is entitled to the fullest and most complete information regarding the affairs of County Government as is compatible with the conduct of County affairs and the transaction of County business. The Wisconsin Statutes shall be complied with by all members, at all meetings. The County Board and its Committees shall meet with open doors pursuant §59.11(4), Wisconsin Statutes, and timely notification of all public meetings, date, time, place, and subject matter shall be given, including the topics for any contemplated closed session, as provided by Wisconsin Statutes.

- A. **Attendance at Closed Session Meetings.** Supervisors shall be allowed attendance at closed session meetings. A legally constituted Committee of the County may lawfully vote to exclude any Supervisor not a member of that Committee from a lawfully closed session pursuant to §19.89 Wisconsin Statutes.
- B. **Confidentiality of Closed Sessions.** Supervisors and other persons attending a closed session of the County Board or Committee of the County Board shall maintain the confidentiality of the proceedings during that closed session, and shall not disclose the events of the closed session to any person not admitted to the closed session without approval of the County Board or Committee that held the session. All County Board Supervisors and members of Committees shall comply with Open Meetings Law pursuant to Sub Chapter V §19.81 et seq. Wisconsin Statutes.
- C. **Agendas.** Agendas of all meetings shall be noticed at least 24 hours in advance of the



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meeting with the County Clerk's office and any news media and those who request agendas. In an emergency, a meeting may be called without 24 hours notice, but emergency meetings do require at least two (2) hours notice of the meeting and shall be reviewed and advised by the Corporation Counsel prior to the meeting being called to order.

- D. **Minutes.** Minutes of all County Board meetings shall be signed by the County Clerk and shall be provided to the Supervisors with the next month's County Board packet. Minutes of all Committee meetings shall be signed by the recorder of the minutes and filed with the County Clerk's Office within 10 working days of the meeting and shall include all attachments presented at the meeting or with the agenda. All minutes shall make note that the minutes have not been approved by the governing body.

### **RULE TWENTY THREE: REIMBURSEMENT FOR SERVICES**

No per diem shall be reimbursed to a Supervisor except as provided by this Rule. Per diem payments shall be allowed for actual attendance by a Supervisor at any of the following:

- A. A meeting of the County Board
- B. A meeting of any County Board standing or Ad Hoc Committee of which the Supervisor is a member, or which the Supervisor was directed by the County Board, the Board Chair, or the Committee Chair to attend
- C. A meeting of any other group or organization to which the Supervisor has been appointed with the consent and approval of the Board
- D. A public hearing if the County Board or a Committee has approved that Supervisor's attendance, in advance, as reflected in the minutes of such body
- E. A seminar or conference where funding is available
- F. ~~Travel days prior to the start of or after the end of a conference or an event, providing the event is over 60 miles from the County Seat and the meeting starts before 8:30 a.m. or ends after 3:00 p.m.~~
- G. No per diem compensation or travel expenses shall be allowed for meetings, seminars, conferences, or other events outside of the State of Wisconsin unless specifically approved by a majority vote of the County Board
- H. A Supervisor is not entitled to a per diem for attending a meeting if the meeting is not held or if no business is transacted at that meeting, however mileage may be reimbursed
- I. No-Per diem payments shall be allowed for attendance at Town Board meetings, within their Supervisory District, unless said Supervisor is a member of that Board.

The per diem rate for attendance at County Board meetings is \$45.00 \$50.00; per diem rate for attendance at all other meetings and events, is \$35.00 \$40.00. Effective April 2016, County Board meetings are \$50.00 \$per diem rate for attendance. All other meetings and events are \$40.00.

No more than one (1) per diem payment shall be allowed to a Supervisor for any one (1) day except as follows:

- A. If the Supervisor attends different meetings on the same day, and there is a gap of one and one-half hours (1½) or longer between adjournment of one (1) meeting and the commencement of the other meeting, then per diem payments may be allowed for each meeting that day.



- 116 B. If a meeting lasts ~~five (5)~~ **four (4)** hours or more on the same day, an additional per diem  
 117 payment of fifteen dollars (\$15.00) in addition to the rate specified shall be paid. **Effective April**  
 118 **2018, an additional per diem payment of twenty-five dollars (\$25.00),**
- 119 C. A Supervisor who attends a second or subsequent meeting on the same day and there is a gap  
 120 less than one and one-half (1½) hours between adjournment of one (1) meeting and the  
 121 commencement of the other meeting, then an additional per diem payment of fifteen dollars  
 122 (\$15.00) for that second (2) or subsequent meeting shall be paid. **Effective April, 2018, then**  
 123 **an additional per diem payment of twenty-five dollars (\$25.00) for that second (2nd) or**  
 124 **subsequent meeting shall be paid**

### 125 **Mileage, Meals, and Lodging**

126 All mileage shall be reimbursed at the rate set by the Internal Revenue Service. The County Board  
 127 member's shall be paid mileage for all assigned County Board meetings. County Board member's  
 128 shall only be paid mileage if they actually drive to Committee meetings. The County Board shall  
 129 be paid for mileage, meals, and lodging as provided in the Administrative Policy Documents and/or  
 130 Employee Manual.  
 131

### 132 **Expense Vouchers**

133 Expense vouchers shall be submitted to the County Clerk's Office no later than the Friday before  
 134 the County Board meeting. All members of Committees or other sub-units of County Government  
 135 who have claims shall submit them within 30 days of the date incurred. Six (6) Supervisors shall  
 136 review all County Board claims at the regular County Board meeting. The six (6) Supervisors shall  
 137 rotate on a three (3) month cycle.  
 138

### 139 **County Board Chair**

140 The County Board Chair shall be monetarily compensated an extra \$200.00 per month in addition  
 141 to his or her regular Committee per diems. **Effective April, 2018, \$300.00 per month in addition to**  
 142 **his or her regular Committee per diems shall be monetarily compensated.**  
 143

## 144 **RULE TWENTY FOUR: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES**

- 145 A. **County Board Agenda.** All items, including Resolutions and Ordinances in printed hard copy,  
 146 shall be delivered to the County Clerk by 9:00 a.m. seven (7) days prior to the County Board  
 147 meeting. (i.e. Tues) The County Clerk shall, at least four (4) days before the County Board  
 148 meeting, present to each supervisor, written minutes of the previous meeting, current  
 149 resolutions and ordinances, along with an itemized agenda of the matters to be considered by  
 150 the County Board. The Chair, in conjunction with the County Clerk, shall prepare the agenda.  
 151 County Board Supervisors may place items on the agenda seven days (7) prior to the County  
 152 Board Meeting by contacting the County Board Chair and/or County Clerk. Copies of all  
 153 **Resolutions and Ordinances shall be submitted to the Supervisors along with the agenda and**  
 154 written minutes of the previous meeting. At the beginning of the meeting, the County Board  
 155 shall approve the minutes of the previous meeting. The order of business for all regular  
 156 County Board meetings may be as follows:  
 157
- 158 1. Call to Order by the Chair
  - 159 2. Was the meeting properly noticed
  - 160 3. Moment of Silence
  - 161 4. Pledge of Allegiance
  - 162 5. Roll Call
  - 163 6. Approve Agenda



7. Approval of Minutes
8. Public Participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims
10. Correspondence
11. Appointments
12. Unfinished Business (includes reconsideration of previous month action - see preceding month agenda)
13. Reports and Presentations
  - a. County Manager/Administrative Coordinator
  - b. Written Department Summary Reports
  - c. Miscellaneous
14. Review Committee Minutes
15. Resolutions
16. Ordinances
17. Denials
18. Petitions
19. Approve Claims
20. Per Diem and Mileage for this Meeting read by the County Clerk
21. Motion for County Clerk to correct errors
22. Set next meeting date
23. Closed Session, pursuant to Chapter 19, Wisconsin Statutes
24. Adjournment

B. **Committee Agenda.** The Oversight Committee Chair shall approve/finalize the Committee's meeting agendas before it is sent to the Committee members. Items to be discussed shall identify the topic with enough specificity for the members of the Committee and the public's understanding. If the item is not clearly identified, the Committee shall not discuss or take action on the issue. The following format shall be followed:

Date:

Time:

Place:

Agenda:

1. Call to Order by the Chair
2. Was the meeting properly noticed
3. Roll Call
4. Approve the agenda
5. Approve minutes (list date(s) of meeting(s))
6. Public Participation
7. Correspondence
8. List items for action or discussion
9. Report of Departments (List items for action)
10. Report of Committee Members (List items for action)
11. Set next meeting date
12. Closed Session, pursuant to Chapter 19, Wisconsin Statute
13. Adjournment

Any person wishing to attend, who, because of a disability, requires special accommodation, should contact the name of Department and phone number where they may call at least 24 hours

before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members or the majority of any given County Board Committee may be present, only the above Committee will take official action based on the above agenda. Public participation is limited to agenda items with a three (3) minute limitation.

**C. Agendas for a Joint Committee Meeting.** The Chairs of the Committees that have requested a joint meeting shall agree to the agenda items relating to the Joint Committee Meeting and relay that information to the appropriate Department Head(s). Each Committee involved in a Joint Committee Meeting shall be responsible for preparing their agenda for the joint meeting. The Chairs of the Committees involved in a joint meeting shall determine who shall chair the meeting. The members of all Committees involved in a Joint Committee meeting may make motions and vote on all agenda items as a whole.

**D. Public Participation.** It is important that individuals have an opportunity to address the County Board and the Committee at meetings as PUBLIC PARTICIPATION. Individuals shall sign their name, address, and indicate the agenda item on which he/she will be speaking. The individual's name will be called when it is their turn to speak, on the related agenda item. (State clearly and concisely the issue. Comments will be limited to a maximum of THREE (3) MINUTES, unless additional time is approved by the Chair. (If you have written material, please provide copies. It is not necessary to read an entire document.))

The public participation portion, discussion at the meeting is limited to members of the County Board. Department heads/employees shall be recognized by a County Board Member before speaking.

**E. County Board Minutes.** Each Supervisor shall read the minutes of the previous Board meeting before the County Board meeting. Any appropriate corrections or alterations of such minutes will be made at the succeeding County Board Meeting. The minutes of the County Board meetings will be printed in the County Board Proceedings Book.

The County Clerk shall keep correct minutes of the proceedings of the County Board. In all cases where an order, motion, or resolution shall be entered on the minutes of the Board, the name of the Supervisor moving the same, the name of the Supervisor seconding, and the results of the vote shall be entered on the minutes. At the end of the minutes it shall read: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COUNTY BOARD.

**F. Committee Meeting Minutes.** The recorder of the minutes for each Committee shall keep correct minutes of all Committee meetings and shall provide copies to all Committee members. Any time there is a motion, it shall be entered in the minutes of the Committee meeting, including the name of the Supervisor moving the same and the name of the Supervisor seconding the motion, and the results of the vote on the motion. The recorder is responsible for submitting a hard copy of the meeting minutes with associated hand-outs/attachments to the County Clerk within 10 working days after the meeting. At the end of the meeting minutes it shall read as follows: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.



Any appropriate corrections or alterations of such minutes will be made at the succeeding Committee meeting. The official signed minutes shall be completed and a hard copy given to the County Clerk's Office within five (5) working days of the meeting and shall be made available to the public as requested. At the end of the meeting minutes, it shall read as follows: THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE. (See Appendix Three (Taking Minutes))

## **RULE TWENTY FIVE: COMMITTEES, BOARDS AND COMMISSIONS**

After the initial appointment to the Committees, a replacement will be based on the recommendations of the Committee seeking replacement, submitted to the County Board Chair for appointment subject to ratification by the County Board. The Committee on Appointments shall recommend appointments to Special and/or Ad Hoc Committees subject to confirmation by the County Board. The County Board and Committee Duties and Structure shall be as follows:

### **County Board General Duties:**

- A. The County Board shall have all powers and duties granted by the Wisconsin State Statutes.
- B. The County Board is responsible for the review and adoption of the Administrative Policy Documents and Employee Manual annually.
- C. The County Board shall have final approval of the following items, including but not limited to:
  1. County Budget
  2. Collective Bargaining Agreements
  3. Transfer of General Funds
  4. Establishing Committees, Boards and Commissions
  5. Review proposed state and local legislation concerning County Government and make recommendations
- D. Confirm the appointment of non-elected Department Heads by a majority vote if required by Wisconsin Statutes
- E. Elect the County Highway Commissioner per Wisconsin Statutes

### **Standing Committees Organization:**

- A. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall assume the Chair position and an election shall be held to elect a Vice Chair for the remainder of the term.
- B. A majority of the members of any Committee shall constitute a quorum for the transaction of business.
- C. The Chair of each Committee shall report to the County Board of their Committee activities as requested at County Board meetings.

### **General Duties:**

- A. At the first organizational meeting, the Committee shall elect a Chair, Vice Chair, and recorder of the minutes.
- B. Review and recommend the annual budget for County Departments.
- C. Review of Department financial reports for each of the County Departments within the Committee's oversight
- D. Direct and guide Policy and accountability of the Departments within the Committee's oversight.
- E. Approve items including but not limited to:
  1. Departmental budget with a written one (1) year plan of operation to include goals & expectations
  2. Departmental policies and procedures



3. Staffing levels and hours
  4. Grant applications and acceptances
  5. Establishing Departmental fee schedules
  6. Establishing Departmental short and long range goals
- F. Approve and bring forth intergovernmental agreements and contracts as necessary or as otherwise authorized by law
- G. Approve and bring forth resolutions and ordinances for action by the County Board

## **ADMINISTRATIVE & FINANCE COMMITTEE**

**A. Membership.** The Administrative & Finance Committee shall be comprised of (5) five County Board Supervisors;

1. County Board Chair
2. First (1<sup>st</sup>) Vice Chair
3. Second (2<sup>nd</sup>) Vice Chair
4. Two (2) appointed County Board Supervisors at large

~~A. of which would be a member of the Executive Committee and Health and Human Services Board; however, this person cannot Chair both the Administrative & Finance Committee and the Executive Committee.~~

**B. Oversight.** The Administrative & Finance Committee shall confer and have policy-making responsibilities for the following Departments: Corporation Counsel, County Clerk, County Treasurer, County Manager/Administrative Coordinator, Personnel and MIS.

**C. Duties and Responsibilities.** Shall have oversight of the County Budget and transfer of funds per the County Budget and Accounting Policies and be consistent with §65.90 of the Wisconsin State Statutes, as they may be amended from time to time.  
Duties and responsibilities include, but are not limited to the following:

1. Examine all claims against the County
2. Provides oversight for all routine County financial matters including review and approval of:
  - Audit reports
  - Investments
  - Insurance policies, bonding
  - Contingency funds, and
  - Recommends budget amendments to the County Board
3. Review on a monthly basis, the Treasurer's report on County investment activities pursuant §59.62, Wisconsin Statutes
4. Evaluate and make recommendations to the County Board on the issuance of new debt, refinancing existing debt, and authorizing debt repayment
5. Approve the implementation of a five (5) year technology plan for the County
6. Review and update all computer and technological policies annually
7. Review and update budget and accounting policies annually
8. Review and recommend salaries, benefits and compensation structure for all county personnel. ~~to the Executive Committee~~
9. Maintain a level of communication with the Drainage Boards
10. Introduce Policy Resolutions that are not the responsibility of another committee.
11. Communication and liaison between all committees, municipalities and government units, to work out problems of mutual concern.
12. Hear policy violations and/or potential issues that may result in litigation.
13. Develop short and long range plans for the County.
14. Set parameters, goals, and give Policy directions to the Corporation Counsel and Personnel Director on collective bargaining issues. Prior to any contract being submitted to



arbitration, the Corporation Counsel and Personnel Director shall meet with the Committee and discuss the status of negotiations and receive further direction.

15. All proposed union contracts shall be submitted to the Committee and County Board for final approval.

**D. Sub Committees, Boards and Commissions:**

**1. Health Insurance Committee.** This is an advisory Commission not a policy-making Commission. The purpose is to find ways to reduce costs of health, dental, vision, etc insurances for both the county and the insured employees. Recommend plan design and cost to the Finance Committee. The quorum for the Health Insurance Advisory Committees be established at five (5) members. Membership to include: two (2) County Board Members that are appointed by the board and each department head or their designee. (Res. #100-2014)

**2. Rural Industrial Development Commission.** This is an advisory Commission not a policy-making Commission.

a. **Membership.** The Rural Industrial Development Commission shall consist of seven (7) members that reflect the diversity of needs within the County. The Commission shall consist of representatives from the following and shall be appointed by the Committee on Appointments and approved by the County Board:

1. Adams Columbia Electric Cooperative
2. Adams County Board Supervisor
3. Adams County Banks
4. Local Business Community
5. Towns
6. City of Adams
7. Village of Friendship
8. Ex-Officio members include:
  - a. President of the Village of Friendship
  - b. Mayor of the City of Adams
  - c. All Chairpersons of all Town Boards within the County
  - d. Adams County Executive Director of the Chamber

b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. The Rural Industrial Development Commission shall elect annually a President, Vice-President, Recorder of the minutes, and Treasurer.
2. Act pursuant to the Rural Industrial Development Commission, Inc. bylaws approved by the County Board

**3. Revolving Loan Fund.** This is an advisory Board, not a policy-making Board.

a. **Membership.** The Revolving Loan Fund shall be comprised of the Board of Directors of the Rural Industrial Development Commission.

b. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:

1. Serve new and expanding businesses in Adams County
2. Provide gap financing
3. Encourage investment
4. Encourage creation of permanent, year round jobs
5. Encourage retention and expansion of existing businesses



6. Attract new business

7. Encourage development of modern industrial technology, and a safe, healthful work environment in Adams County

**4. Technology Steering Committee.** This is an advisory Committee, not a policy-making Committee.

a. **Membership.** The Technology Steering Committee will include seven (7) members.

The Committee members should be named as follows: County Manager/Director of Finance or representative ((Ad Hoc Member) anyone deemed necessary by the committee, appointed by the committee serving limited term), the MIS Department Information Systems Manager, a member of GIS, Health and Human Services ((1) one designated by the Oversight Committee), Public Safety & Judiciary ((1) one designated by the Oversight Committee), and (1) one County Board Member (as designated/appointed by the Chair Committee on Appointments). The County Board Member will be the Chair.

b. **Oversight.** Identify areas where the investment in technology will be of the most value to the County, trends that may make technology more important to an area, and mandates, rulings, and guidelines that may make changes to infrastructure necessary, allowing balanced input into the overall future technology plans for Adams County Government. **To become internal policy.**

## ETHICS BOARD

This policy recognizes the Ethics Board as set forth in Adams County Ethics Ordinance 22-2011. The Ethics Board shall be governed by Adams County Ethics Ordinance 22-2011 and any amendments or modifications or revisions thereto, as may be enacted by the County Board.

## EXECUTIVE COMMITTEE

A. **Membership.** The Executive Committee shall be comprised of five (5) County Board Supervisors, which shall consist of:

6. \_\_\_\_\_ County Board Chair

7. \_\_\_\_\_ First (1<sup>st</sup>) Vice Chair

8. \_\_\_\_\_ Three (3) appointed County Board Supervisors at large

B. **Oversight.** The Executive Committee shall confer and have policy-making responsibilities for the following Departments: Corporation Counsel and Personnel.

C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. The Executive Committee in conjunction with the Oversight Committee will interview up to three (3) candidates to make the recommendation for an appointment to the position of Department Head. The Executive Committee in conjunction with Administrative and Finance Committee shall recommend an appointee for the position of County Manager/Director of Finance.

2. Introduce Policy Resolutions that are not the responsibility of another committee.

3. Communication and liaison between all committees, municipalities and government units, to work out problems of mutual concern.

4. Hear policy violations and/or potential issues that may result in litigation.

5. Develop short and long range plans for the County.

6. Set parameters, goals, and give Policy directions to the Corporation Counsel and Personnel Director on collective bargaining issues. Prior to any contract being submitted to



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arbitration, the Corporation Counsel and Personnel Director shall meet with the Committee and discuss the status of negotiations and receive further direction.

7. All proposed union contracts shall be submitted to the Committee and County Board for final approval.
8. Review the recommendation of the Administrative & Finance Committee regarding salaries, benefits and compensation structure for all county personnel, and submit to the County Board for final approval. **Now referred to as Administrative & Finance Committee**

#### **EXTENSION COMMITTEE**

A. **Membership.** The Extension Committee shall be comprised of five (5) County Board Supervisors two (2) of which will serve on the Land & Water Committee.

B. **Oversight.** The Extension Committee shall confer and have policy-making responsibilities for the UW Extension Department.

C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. General policy-making responsibilities.
2. Assist in determining appropriate programs to be provided by the County Extension Department.
3. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b), Wisconsin Statutes. **Now referred to as Land & Water Resource and Recreation Committee.**

#### **HEALTH & HUMAN SERVICES BOARD**

A. **Membership.** The Health & Human Services Board shall be comprised of nine (9) members, which shall consist of:

1. Five (5) shall be County Board Supervisors, one (1) of which will be a member of the Administrative and Finance Committee
2. Four (4) shall be individuals who are not elected officials or employees of the County. These members shall be comprised of the following:
  - a. An individual who receives or has received human services, or shall be a family member of such an individual, and who has demonstrated interest or competence in the field of public or community health
  - b. A good faith effort shall be made to appoint a Physician
  - c. A good faith effort shall be made to appoint a Registered Nurse
  - d. No public or private provider of services shall be appointed to the Health & Human Services Board

B. **Term.** As required by §46.23(4)(c), Wisconsin Statutes, members shall serve for terms of three (3) years, so arranged that as nearly as practicable, the terms of one-third ( $\frac{1}{3}$ ) of the members shall expire each year.

C. **Oversight.** The Health & Human Services Board shall confer and have policy-making responsibilities, except as provided by law, for the following Departments: Health & Human Services and Veteran Services.

D. **Duties and Responsibilities.** Created pursuant to §46.23(4)(a)(1) and §46.23(4)(b)(2), Wisconsin Statutes, duties and responsibilities shall include but not be limited to the following:

1. Oversee the Department and assure enforcement of the Health and Human Services Statutes, Rules, and Regulations
2. Act as the Human Services Board as required by §46.23(5) and 46.23(5m), Wisconsin Statutes
3. Act as the County Board of Health as required by §251.04, Wisconsin Statutes



4. Act as the Aging Commission, advised by an Aging Advisory Committee, as required by §46.82(4)(d), Wisconsin Statutes
5. Develop Policies and authorize direction and planning for the delivery of all human services; Health & Human Services that meet the physical and mental health, social and economic needs of individuals and families; review the coordinated plan and budget; set priorities on program operations within the funding mechanisms provided by Federal, State, and County Government
6. Assess the health status of the citizens and recommend Policies that will improve the health status and assure that needed health services are provided

E. **Sub Committees, Boards, and Commissions.** All subcommittees shall report to the Health & Human Services Board. The Health & Human Services Board shall be responsible for interaction, communication and recommendations to the County Board with respect to its subcommittees, including: Aging Advisory Committee, Nutrition Advisory Committee, Long Term Support Advisory Committee, and AODA & Crisis Advisory Committee. The Board shall have interaction and communication with the Veteran Services Commission, Central Wisconsin Community Action Council, and North Central Wisconsin Workforce Development Board.

1. **Aging Advisory Committee.**

- a. **Membership.** The Aging Advisory Committee shall be comprised of seven (7) members, and include at least 50% of older individuals. At least five (5) members will be age 60 and over, and five (5) shall be citizen members. The remaining members shall be the Aging & Disability Resource Manager serving as the Aging Director and Director of the Health & Human Services Department. The membership should be representative of the varying socio-economic composition of the older population in the County.
- b. **Term.** Citizen members shall serve three (3) year terms, so arranged that as nearly practical, the terms of one-third ( $\frac{1}{3}$ ) of the members shall expire each year. No member may serve more than two (2) consecutive three (3) year terms.
- c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  1. This is an advisory Committee, not a policy-making Committee.
  2. Act pursuant to the Wisconsin Elders Act of 1991, as the Commission on Aging
  3. Meetings are held quarterly

2. **Nutrition Advisory Committee.**

- a. **Membership.** The Nutrition Advisory Committee shall be comprised of twelve (12) individuals which shall consist of the following:
  1. Nine (9) nutrition program participants, with three (3) representing each meal site.
  2. Others representing the public interest, consisting of:
    - (a) One (1) County Board Supervisor
    - (b) Aging & Disability Resource Manager serving as the Aging Director
    - (c) Director of the Health & Human Services Department
  3. Meal site participants shall elect members to serve on the Committee.
- b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  1. This is an Advisory Committee, not a policy-making committee.
  2. Meetings shall be held every two (2) months.
  3. Meetings shall provide opportunity for the Committee to address participant grievances and complaints.

3. **Long Term Support Advisory Committee.**



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- a. **Membership.** The Long Term Support Advisory Committee shall be comprised of at least 12 members, which shall consist of the following:
    1. One (1) County Board Supervisor
    2. Five (5) individuals receiving long-term support services (or a relative or guardian of such individuals) representing each of the groups eligible for Community Options Program funding (frail elderly, physical disabilities, developmental disabilities, chronic mental illness, and chemical dependence)
    3. One (1) representative from each of the following:
      - (a) County Health Department
      - (b) Commission on Aging
      - (c) Health & Human Services Department
      - (d) Local nursing home
      - (e) Local home health agency
      - (f) Local medical center
  - b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
    1. This is an Advisory Committee, not a policy-making committee.
    2. Meetings are held quarterly.
    3. The Long Term Support Advisory Committee is responsible for approval and oversight of the Community Options Plan (and annual updates).
    4. Assuring coordination of services among local service providers and long-term support programs
    5. Evaluating service delivery
4. **Veteran Service Commission.**
- a. **Membership.** The Veterans Service Commission shall be comprised of at least five (5) residents of the County who are Veterans. Appointed by the County Board Chairperson for staggered three (3) year terms. Pursuant to §45.81.
  - b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
    1. This is an Advisory Commission, not a policy-making commission.
    2. Meet a minimum of four (4) times per year
    3. Provide aid to needy veterans, or to spouses, surviving spouses, minor and dependent children of veterans, and the needy parents of veterans

## HIGHWAY COMMITTEE

- A. **Membership.** The Highway Committee shall be comprised of five (5) County Board Supervisors. ~~Two (2) shall serve on the Solid Waste Committee.~~
- B. **Oversight.** The Highway Committee shall confer and have policy-making responsibilities for the Highway Department.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  1. Act as the Highway Commission pursuant to §83.015, Wisconsin Statutes.
- D. **Sub Committees, Boards, and Commissions.** The Highway Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Traffic Safety Commission.
  1. **Traffic Safety Commission.**
    - a. **Membership.** The Traffic Safety Commission shall be comprised of the following:
      1. Highway Commissioner
      2. Sheriff or Chief Deputy



3. County Highway Safety Coordinator
  4. One (1) representative designated by the Committee on Appointments from each of the disciplines of education, medicine, and law
  5. Three (3) representatives involved in municipal law enforcement agencies, highways, and highway safety
- b. **Duties and Responsibilities.** Include but are not limited to:
1. Meet at least quarterly to review traffic accident data from the County and other traffic safety related matters, and carryout all other duties pursuant to §83.013
  2. Upon review, the Commission shall make written recommendation for any corrective action it deems appropriate to the Department of Transportation, County Board, Public Works Committee or any other appropriate branch of local government.
  3. Committee shall file a report on each meeting with the Department of Transportation
  4. The Department of Transportation shall furnish each commission with traffic accident data and uniform traffic citation data for the rural, federal, state and county highways in the jurisdictions represented in each Commission, which shall identify the accident rates and arrest rates on their highways, and shall also furnish a suitable map for use in spotting accidents.

## HOUSING AUTHORITY

- A. **Membership.** The Housing Authority shall be comprised of five (5) members appointed by the Committee on Appointments pursuant §59.53(22)(b) and §66.1201(5)(a), Wisconsin Statutes, which shall consist of:
- a. Two (2) County Board Supervisors
  - b. Three (3) citizen members
- B. **Duties and Responsibilities.** The Housing Authority is created by §59.53(22), Wisconsin Statutes, and the duties and responsibilities are pursuant to §66.1201 and §66.1211, Wisconsin Statutes, and include, but are not limited to the following:
1. Prepare, carry out, acquire, leave and operate housing projects approved by the County Board to provide for the construction, reconstruction, improvement, alteration or repair of any, or part of, housing projects
  2. Own, hold, clear and improve property
  3. Lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project
  4. Establish and revise the rents or charges for housing projects subject to the limitation of §66.1201, Wisconsin Statutes

## LAND & WATER and RESOURCE AND RECREATION CONSERVATION COMMITTEE

- A. **Membership:** The Land & Water Conservation Committee shall be comprised of seven (7) total members: Five (5) County Board Supervisors, two (2) of which shall serve on the Extension Committee, and the two (2) same serve on the Planning & Zoning Committee, and two (2) citizen members, one (1) of which shall be an Farm Services Agency (FSA) Representative and one (1) of which shall be recommended by the Adams County Lake Alliance and forwarded to the Committee on Appointments for approval.
- B. **Oversight.** The Land & Water Conservation Committee shall confer and have policy-making responsibilities for the Land & Water Conservation Department and UW Extension Department.
1. Act with the powers of Chapter 92, Wisconsin Statutes, regarding soil and water conservation and animal waste management
  2. Act as the Land Conservation Committee pursuant to §92.07, Wisconsin Statutes and maintain all ordinances passed and in accordance therewith



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3. Supervision of operation and maintenance of County owned dams
4. General policy-making responsibilities.
5. Assist in determining appropriate programs to be provided by the County Extension Department.
6. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b), Wisconsin Statutes.

#### EXTENSION COMMITTEE

- A. **Membership.** ~~The Extension Committee shall be comprised of five (5) County Board Supervisors two (2) of which will serve on the Land & Water Committee.~~
- B. **Oversight.** ~~The Extension Committee shall confer and have policy-making responsibilities for the UW Extension Department.~~
- C. **Duties and Responsibilities.** ~~Duties and responsibilities include, but are not limited to the following:
  7. General policy-making responsibilities.
  8. Assist in determining appropriate programs to be provided by the County Extension Department.
  9. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b), Wisconsin Statutes.~~

#### LIBRARY BOARD

- A. **Membership.** The Adams County Library Board of Trustees shall consist of seven (7) **six (6)** appointed members who shall be residents of the County. One (1) school administrator or his/her representative, to represent the public school district, or districts, in which the Adams County Library is located; **one (1)** or two (2) members of the County Board of Supervisors; and **four (4)** or five (5) members from the County at large.
- B. **Term.** Members shall be divided as nearly as may be into three (3) equal classes to serve for one, two, and three years respectively from January 1 in the year of their appointment, and thereafter each regular appointment shall be for a term of three (3) years.
- C. The Library Board shall have all the powers and duties consistent with Chapter 43 of the Wisconsin Statutes as may be amended from time to time. The Library Board is accountable to the Adams County Board for the general operation of the library. The Adams County Board shall determine budget appropriations, personnel policies and building usages unless statutes indicate otherwise.

#### PARKS COMMITTEE

- A. **Membership.** The Parks Committee shall be comprised of five (5) **three (3)** County Board Supervisors.
- B. **Oversight.** The Parks Committee shall confer and have policy-making responsibilities for the Parks Departments.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  1. General policy-making responsibility for parks, trails, lake access areas, and recreation property operated, maintained and developed by the County to provide adequate and safe facilities for all users following the five (5) year recreational plan
  2. Assist in determining appropriate programs to be provided by the Recreation Program



## PLANNING & ZONING COMMITTEE

- A. Membership.** ~~The Planning & Zoning Committee shall be comprised of seven (7) total members five (5) County Board Supervisors, the same two (2) shall serve on the Land & Water Conservation Committee and two (2) of which shall serve on the Extension Committee, and two (2) citizen members. The Planning & Zoning Committee shall be comprised of seven (7) total members: Five (5) County Board Supervisors (two of whom shall also serve on the Land & Water Conservation Committee, and two of whom shall also serve on the Extension Committee); and Two (2) citizen members. Any excused vacancies on the seven (7) member Committee shall be filled from a predetermined list comprised of County Board Supervisors with knowledge or experience with zoning and the public hearing process. (Res. #7-2015)~~
- B. Oversight.** The Planning & Zoning Committee shall confer and have policy-making responsibilities for the following Departments: Planning & Zoning and Register of Deeds.
- C. Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
1. Act as the Planning & Zoning Committee pursuant §59.69(2), Wisconsin Statutes, and maintain all ordinances passed and in accordance therewith.
  2. Recommend amendments of the County Comprehensive Plan to the County Board
  3. Review and take action on any Land Information policies and approval of expenditures and contracts needed, proposed by the Land Information Officer or Land Information Sub Committee
  4. Oversee County Surveyor projects and budget
- D. Subcommittees, Boards, and Commissions.** The Planning & Zoning Committee shall be responsible for interaction, communication and recommendations regarding appointments to the Board of Adjustment, North Central Wisconsin Regional Planning Commission and Land Information Subcommittee.
1. **Board of Adjustment.** Language modified to be in compliance with statutes.
    - a. **Membership.** The Board of Adjustment shall be appointed in accordance with Section §59.694 of the Wisconsin Statutes. The Board of Adjustment shall consist of no more than five (5) members of which the members must live within a town in the County, with no two (2) members from the same town. No member shall be a member of the Planning and Zoning Committee, a member of the County Board of Supervisors, or a member of a Town Board. The Committee on Appointments shall appoint two (2) alternates to the Board pursuant §59.694(2)(bm). The terms shall be staggered three year terms appointed by the County Board Chairperson. The members shall serve with compensation and shall be removable for cause by the County Board Chairperson upon written charges and after a public hearing.
    - b. **Duties and Responsibilities.** Pursuant to §59.694, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:
      1. Hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an Administrative Officer
      2. Hear and decide special exceptions to the terms of a Zoning Ordinance upon which the Board of Adjustment is required to pass
      3. Authorize, upon appeal in specific cases, such variance from the terms of a Zoning Ordinance, as will not be contrary to the public interest, where due to special conditions, a literal enforcement will result in practical difficulty or are unnecessarily burdensome, so that the spirit of the Zoning Ordinance shall be observed, public safety and welfare secured, and substantial justice done



P116. **Land Information Committee**

- a. **Membership.** The Adams County Land Information Committee will consist of the one (1) County Board Supervisor who will serve as Chair. The County Manager/Administrative Coordinator, GIS Technician, Land Information Officer, County Register of Deeds, County Treasurer, County Clerk, a Realtor (if available), and a representative from each of the following Departments: Solid Waste, MIS, Land and Water Conservation, Planning and Zoning, Sheriff, Emergency Management, Highway Commission, Real Property Lister and County Surveyor. Five (5) members of this committee constitute a quorum.
- b. **Oversight.** The Land Information Committee shall confer and have policy development responsibilities and oversight for the Land Information functions and duties.
- c. **Duties and Responsibilities.** The Land Information Committee shall carry out all duties and responsibilities in accordance with §59.72, Wisconsin Statutes.

**PROPERTY COMMITTEE**

- A. **Membership.** The Property Committee shall be comprised of five (5) members of the County Board for oversight of County owned property.
- B. **Oversight.** The Property Committee shall confer and have policy-making responsibilities for the Building & Grounds Director/Maintenance Department.
- C. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:
  1. ~~To maintain and keep in repair all public buildings and personal property owned and operated by Adams County; To allocate departmental space in all county buildings among all departments, excluding buildings operated by the Solid Waste Department, the Highway Department, the Parks, and the Dams to ensure and monitor the proper operation, repair and management of all county owned property, both real and personal.~~
  2. ~~Set policy for the Adams County Community Center and Room Usage.~~
  3. ~~To cause to be prepared by all department heads full and accurate records of all capital expenditures (\$5000.00 or greater) in each department no later than the 20<sup>th</sup> of January of each year and to cause the same to be filed in the office of the County Manager. This committee shall see that the MIS Departments keep a perpetual inventory of the county-owned computers and related equipment, hardware, electronic devices, and the committee may make annual inspections of such property, including the county jail. All county surplus property shall be listed with the Property Committee. County surplus materials will be sold at Practical Cents with 20% of sale to be retained by Practical Cents, 80% of all computer related sales to be returned to MIS department budget as revenue, 80% of all other property to be returned to the furniture carryover account. The committee shall consider, review and recommend the acquisition, lease, rent or sale of any real or personal county property for public uses or purposes, as required by law, to the County Board for approval pursuant to §59.52(6) of the Wis. Stats. To be considered for policy document.~~
  4. Appraise and advertise lands acquired by tax deed or by in-REM proceedings, pursuant §75.14, Wisconsin Statutes. Recommends the sale or holding of any lands acquired by tax deed or in- REM proceedings, requires approval of the County Board.
  5. ~~Hold a public auction periodically to dispose of surplus equipment and goods not sold through Practical Cents or any other county approved outlet.~~
  6. The County Clerk is authorized to execute and sign any and all legal documents relating to sale and purchase of real or personal property.



7. Propose and **Review and** approve contracts, leases, fees, expenditures or other agreements as necessary for the construction, improvement, equipment, maintenance, and operation of the Airport.

8. Review reports presented by the Airport Manager

- D. **Sub Committees, Boards and Commissions.** The Property Committee shall be responsible for interaction, communication and recommendations to the County Board of Supervisors with respect to the Airport Commission, Adams County Fair Board and Workplace Safety Committee.

### 1. Airport Commission.

- a. **Membership.** The Airport Commission shall be comprised of two (2) **one (1)** County Board members from the Property Committee and three (3) members especially interested in aeronautics appointed by the Committee on Appointments.
- b. **Duties and Responsibilities.** Pursuant to §114.14, Wisconsin Statutes, duties and responsibilities shall be as follows:
  1. The Airport Commission shall have complete and exclusive control and management over the airport as vested by the County.
  2. The commission shall provide a report to the Property Committee quarterly.

### 2. Fair Board.

- a. **Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor **that is a member of the Property Committee** to the Fair Board as a liaison member.
- b. **Duties and Responsibilities.** Attend Fair Board meetings as a non-voting member to assist and ensure communication between the entities.

### 3. Workplace Safety Committee.

This is an Advisory Committee, not a policy-making Committee.

- a. **Membership.** One (1) County Board supervisor, the Building & Grounds Director or their designee, County Safety Director and two (2) qualified individuals that may or may not be County employees.
- b. **Oversight.** To address safety issues and oversee the County's workplace safety program.

## PUBLIC SAFETY & JUDICIARY COMMITTEE

- A. **Membership.** The Public Safety & Judiciary Committee shall be comprised of five (5) County Board Supervisors.

- B. **Oversight.** Except as provided by law, the Public Safety & Judiciary Committee shall confer and have policy-making responsibilities for the following Departments and Operations: Child Support, Clerk of Circuit Courts, Medical Examiner, District Attorney, Emergency Management, Office of the Family Court Commissioner, Register in Probate, and Sheriff.

- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. Review and approve as necessary emergency management plans for the County, consistent with the State Plan of Emergency Management, assist in the review and approval of Municipal Emergency Management Plans, and integration of such plans with the County plan.
2. Act as the Emergency Management Committee pursuant to §166.03(4)(c), Wisconsin Statutes.
3. Oversee activities of County Emergency Management Director per §166, Wisconsin Statutes.
4. Approve rules, regulations and policies specific to the Sheriff's Department.



5. Oversee the County Court and Court related processes.
6. Pursuant to §59.54(15), Wisconsin Statutes, Annual Inspection. At least annually each year the Board of each County, or a Committee thereof, shall visit, inspect and examine each jail maintained by the County, as to health, cleanliness and discipline, and the keeper of the jail shall lay before the board or the committee a calendar setting forth the name, age and cause of committal of each prisoner. If it appears the Board or Committee that any provisions of the law have been violated or neglected, the Board or the Committee shall immediately give notice of the violation to the District Attorney of the County.
7. Shall conduct public hearings pursuant to §59.26 and any amendments, codifications or renaming of said statute.

**D. Sub Committees, Boards, and Commissions.** The Public Safety & Judiciary Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Local Emergency Planning Commission.

**1. Local Emergency Planning Commission.**

**a. Membership.** Pursuant to §59.54(8), Wisconsin Statutes, the Local Emergency Planning Commission is required to have members as specified in 42 USC 11001(c), which shall have powers and duties under 42 USC 11000 to 11050 and under §166.20 and 166.21, Wisconsin Statutes. Superfund Amendments and Re-authorization Act (SARA) Title III (Section 301(c)) requires that the Committee consist of at least one (1) representative from each of the following groups;

1. Elected State and Local Officials
2. Law Enforcement
3. Fire
4. Emergency Management
5. Health Professionals
6. Environmental
7. Representatives of facilities subject to the Emergency Planning requirements and the Media

**b. Duties and Responsibilities.** Pursuant to 42 USC 11000 to 11050 and under §166.20 and §166.21, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:

1. This is an Advisory Committee, not a policy-making committee.
2. Consult and coordinate with the County Board, the County and local heads of emergency management services, and the Public Safety & Judiciary Committee in the execution of the Local Emergency Planning Commission's duties.

**SOLID WASTE COMMITTEE**

**A. Membership:** The Solid Waste Committee shall be comprised of five (5) County Board Supervisors. and the two (2) shall serve on the Highway Committee.

**B. Oversight.** The Solid Waste Committee shall confer and have policy-making responsibilities for the Solid Waste

**C. Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. General policy-making responsibility for the operations of the Solid Waste Department
2. Remain updated of changing legislation regarding waste disposal and recycling to ensure County compliance



## **SPECIAL OR AD HOC COMMITTEES**

- A. Duties and Responsibilities.** Special or Ad Hoc Committees may be recommended by the Committee on Appointments with approval by the County Board Chair as the need arises, to carry out a specific task requested by the County Board Chair and/or recommended by an Oversight Committee, which duration shall automatically cease upon completion of the task, or at the direction of the Committee on Appointments. All appointments are subject to confirmation and approval of the County Board.

## **RULE TWENTY SIX: RESOLUTIONS AND ORDINANCES**

- A. Resolutions and Ordinances sponsored by Committees or individual Supervisors shall be in writing and hard copies with appropriate signatures and attachments filed with the County Clerk by 9:00 a.m. seven (7) days prior to the next meeting of the County Board. (i.e. Tuesday morning)
- B. Unless otherwise directed by a majority vote of Supervisors present, oral reading of any proposed Resolution or Ordinance shall be waived subsequent to reading of the Intent and Synopsis, Be it Resolved, and Supervisors who signed the document, as long as all Supervisors have received a written copy of such Resolution or Ordinance in advance of the reading.
- C. Resolutions or Ordinances to be acted on by the County Board shall be sponsored by at least one (1) Supervisor. When offered by a Committee, the Resolution or Ordinance shall have signatures of a majority of the Supervisors of that Committee. All Resolutions shall be titled and carry a preamble setting for the Intent and Synopsis, Fiscal Note, and sponsor(s). The County Manager/Administrative Coordinator and Corporation Counsel shall review all Resolutions and Ordinances prior to them being submitted to the County Clerk's Office for the Board Meeting.
- D. Copies of late (should be exceptions and not the rule) Resolutions or Ordinances shall be provided to all Supervisors and Department Heads, and shall be read by the County Clerk. The County Board may consider them as long as the Resolution or Ordinance has been timely noticed in accordance with the Open Meetings Law and upon approval of the County Board Chair. The County Board may reconsider any action taken one (1) month previous as long as the prior action taken was properly noticed on the agenda. The County Clerk shall keep on file a copy of the agenda for public review.
- E. All Resolutions and Ordinances shall start with the number one (1) at the beginning of each calendar year. For example: Resolution 1-201\_\_ or Ordinance 1-201\_\_.

## **RULE TWENTY SEVEN: NEW POSITIONS**

New permanent County positions not included in the budget that require transfer of funds shall not be created without approval of two-thirds ( $\frac{2}{3}$ ) of the County Board member's present.

## **RULE TWENTY EIGHT: FUNDING**

- A. General Fund.** Any appropriation from the General Fund requires two-thirds ( $\frac{2}{3}$ ) vote of the County Board membership. (14 votes)
- B. Contingency Fund.** Any appropriation from the Contingency Fund requires two-thirds ( $\frac{2}{3}$ ) vote of the County Board membership. (14 votes)
1. The contingency fund is an appropriation that is non-lapsing and is governed by the Administrative Finance Committee for transfers within the established restrictions under (C).
  2. Transfer from the contingency fund are permitted by the Administrative Finance Committee not to exceed ten percent (10%) of the Department's Budget.
- C. To Transfer.** A two-thirds ( $\frac{2}{3}$ ) vote of the County Board membership is required to permit the transfer of money from a line item within one (1) Department to a similar or different line



Item within another Department, or to permit transfer of money from an existing line item within a Department to line items unanticipated and not referred to in the annual budget. Unless approved by the Administrative & Finance Committee and the aggregate totals of such transfers in one (1) year does not exceed ten percent (10%) of the Department's budget.

**D. To Borrow.** A two-thirds ( $\frac{2}{3}$ ) vote of the County Board membership is required before the County Board may borrow funds. (14 votes)

**E. Annual Budget.** The County Board annual budget will not be valid unless it conforms with §65.90, Wisconsin Statutes, and is approved by majority vote of the County Board. Any amendments to the budget following the hearing shall require two-thirds ( $\frac{2}{3}$ ) vote of the County Board membership.

## **RULE TWENTY NINE: CLAIMS AGAINST THE COUNTY**

**A.** All claims shall be brought against the county in compliance with §59.07 and §893.80 Wisconsin Statutes

**B.** The Corporation Counsel shall review claim(s) against the County in accordance with section 59.52 (12) (a) (b)

**C.** Pre-Claim notices

## **RULE THIRTY: RULES IN VIOLATION OF LAW**

If any rule herein shall be determined to be in conflict with any state or federal law or ruled invalid by any court of competent jurisdiction, the remainder of these rules shall not be affected.

**RULE THIRTY ONE:** The County Board and/or appropriate Standing Committee shall be responsible for interaction, communication with respect to:

### **A. Aging Disability Resource Center (ADRC).**

- 1. Membership.** This committee is dictated by the bylaws adopted by the Consortia. The County Board Chair shall make the appointments, including at least one (1) County Board Supervisor to the committee. The Human Services Board and Commission on Aging shall make a recommendation to the County Board Chair regarding the appointments.

### **B. Central Wisconsin Community Action Council (CWCAC).**

- 1. Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor to the CWCAC. The Council meets six (6) times a year in even months with the following Counties involved: Adams, Juneau, Sauk, Columbia and Dodge.

### **C. Community Response.**

- 1. Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor and one (1) citizen member.

### **D. Lake Districts.**

- 1. Membership.** The Committee on Appointments shall appoint a County Board representative(s).
- 2. Duties and Responsibilities.** Duties and responsibilities are set forth in §33.29 and §33.31, Wisconsin Statutes.

### **E. Golden Sands Committee.**

- 1. Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor that shall be a member from the Land & Water Committee to the Golden Sands Committee. That member must sit on the Water Quality Sub Committee.
- 2. Oversight.** Manage natural and human resources in ways consistent with sound conservation principles by working across county lines to address local concerns.
- 3. Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:



- a. To develop and implement a program of resource conservation and development for Adams, Juneau, Marathon, Marquette, Monroe, Portage, Waupaca, Waushara, and Wood counties in an effort to conserve, develop and utilize natural resources and thereby improve general economic conditions.
- b. To coordinate and assist in carrying out the local and regional development plans of other organizations and agencies.
- c. To create a general awareness on the part of all people of the urgency and need for sustainable development, conservation and utilization of natural resources.

**F. North Central Wisconsin Workforce Development Board (NCWWDB).**

1. **Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor that shall be a member from the Planning & Zoning Committee to the NCWWDB. The Board meets quarterly and the Counties involved in this District include: Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood. (Res. #99-2014)

**G. North Central Wisconsin Regional Planning Commission (NCWRPC).**

1. **Membership.** The County shall have three (3) appointments to the NCWRPC of which:
  - a. The Committee on Appointments shall appoint one (1) member to the NCWRPC, pursuant §66.0309(3)(a) 1, Wisconsin Statutes.
  - b. Two (2) members from each participating County shall be appointed by the Governor. At least (1) one appointee shall be a person, selected from a list of two (2) or more persons nominated by the County Board, who has experience in local government in elective or appointive offices or who is professionally engaged in advising local governmental units in the fields of land-use planning, transportation, law, finance, engineering or recreation and natural resources development. The Governor in making appointments under this subdivision shall give due weight to the place of residence of the appointees within the various Counties encompassed by the region, pursuant §66.0309(3)(a) 2, Wisconsin Statutes.

**H. South Central Environmental Health Consortium. (SCEH)**

1. **Membership.** The South Central Environmental Health Commission shall be composed of two (2) Commissioners from each jurisdiction and one (1) citizen member who shall be a resident in one of the jurisdictions, and shall be appointed by the agreement of the chairpersons of each of the governing bodies of jurisdictions.
  - a. One (1) commissioner who shall be a member of the governing body of the Jurisdiction they represent. Commissioners shall serve a two (2) year term. If a commissioner is no longer a member of the governing body of the jurisdiction they represent their seat is automatically vacated. The Health Officer from each Jurisdiction shall serve as second commissioner from each jurisdiction.
  - b. One citizen member, who shall be a resident in one of the jurisdictions, shall be appointed by the agreement of the chairperson of each of the governing bodies of jurisdictions.

**I. South Central Library System Board (SCLS).**

1. **Membership.** The position on the Board of Trustees for the South Central Library System is a required position that somebody from the Library Board of Trustees needs to fill. The SCLS Board governs the library system; the position can vote. One (1) non-voting alternate position can attend all the meetings, but cannot vote.

**APPENDIX ONE: DEFINITIONS.**

**Committee:** Referred to Committees, Boards, and Commissions, unless otherwise specifically noted.



**P122 Majority:** The majority of the elected or appointed Supervisors present. A majority of citizens cannot make up a quorum of a meeting.

**Quorum:** A majority of Supervisors or Committee members shall constitute a quorum.

#### **PUBLIC PARTICIPATION:**

1. The topic must be part of the agenda.
2. Identify yourself and if representing a group, identify the group.
3. Avoid speaking at length to a previously presented issue by briefly expressing their position on that issue.
4. Plan group representation by appointing one or two members to present an issue

#### **APPENDIX TWO: ACRONYMS:**

**ADRC:** Aging & Disability Resource Center

**FSA:** Farm Service Agency

**SCEH:** South Central Environmental Health Consortium

**SCLS:** South Central Library System

#### **APPENDIX THREE: TAKING MINUTES:**

When taking minutes for a meeting "cold", it is very difficult to estimate what is important as it relates to that particular meeting. The best procedure is to study the minutes of the last several meetings. Become familiar with the type of issues dealt with by the particular committee. A complete study of the agenda and all attachments is helpful to do a good job when taking minutes.

Write as much as possible. If you have holes in your notes, check with the individual who spoke to confirm content of their discussion. In most cases, you will find them helpful. Any staff members or supervisors present at the meeting can also be of assistance.

Recording actions taken is the single most important part of the final minutes. The minutes should identify the item of business, highlights of discussions resulting in an action, and the exact actions of the item. Clearly indicate what is done, by whom, and why. Record the general consensus of the members, the desires of the committee as to what future actions are to be carried out, and who is responsible for carrying them out. The names are necessary for follow-up actions relating to discussions or future action items. You must be able to use good judgment on items of this nature. Be sure to note the name/time of people arriving late and/or leaving early. This is important as it may determine whether or not a quorum is still present.

Minutes need not be typed verbatim except motions that have occurred or if there is a request for the recording of a statement. Identifying makers of motions and incorporating individual names is required. In typing, the action should be specific, complete, and accurate so that it can stand alone and be referred to at some future time. Final minutes should be typed from your notes and have enough information that accurately reflect the intent of the meeting and actions taken.

Even though other attendees at the meeting may take notes of actions affecting them individually, they are depending upon the meeting secretary for a complete and accurate record of the entire meeting's proceedings. (Internal policy)

\*\*\* Strike outs and highlights show recommended changes. Table of contents will be updated and modified once all changes are final.

Motioned by Allen/Stuchlak to approve changes as discussed and present back before next scheduled meeting. Motion carried by unanimous voice vote.

Set next meeting date Feb, 26, 2016 @ 9:00 a.m. A160

Motioned by Allen/Grabarski to adjourn at 4:58 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

  
Cindy Philippi

Recording Secretary

These minutes have been approved.

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Hoc County Board Rules Minutes.doc



## Ad Hoc County Board Rules Meeting Minutes

Feb 26, 2016, 9:00 a.m.

Meeting was called to order by Chairman West at 9:00 a.m. The meeting was properly noticed. Present, Grabarski, Allen, Stuchlak, West. Excused, Babcock. Also present, Wagner and Kubisiak. Motioned by Grabarski/Allen to approve the agenda. Motion carried by unanimous voice vote. Motioned by Stuchlak/Allen to approve the February 12, 2016 minutes. Motion carried by unanimous voice vote. Discussion began on County Board Rules.

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The governing body shall be known as "Adams County Board of Supervisors" and shall from this point forward be called the "County Board". The County Board shall consist of twenty (20) Supervisors representing twenty (20) Districts within Adams County.

#### **RULE TWO: TERM OF OFFICE**

The County Board shall serve a two (2) year term expiring on the third (3<sup>rd</sup>) Tuesday in April in the even numbered years.

#### **RULE THREE: HOME RULE**

To give the County the largest measure of self government under the Administrative Home Rule authority granted to Counties in §59.03(1), Wisconsin Statutes, this chapter shall be liberally construed in favor of the rights, powers and privileges of the County to exercise any organizational or administrative power.

#### **RULE FOUR: PARLIAMENTARY PROCEDURE**

- A. Except as modified by these Rules and in all matters not specifically provided for, the Rules of Parliamentary Procedure in the latest edition of Robert's Rules of Order shall govern the County Board in all cases where applicable, improper use of a motion shall be immediately addressed by the Corporation Counsel.
- B. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the whole County Board, and shall vote on all questions taken by ayes and nays except an appeal from their own decisions.
- C. Every matter that comes before the County Board, may without motion, be referred to its appropriate Committee by the Chair.
- D. When a motion is made and seconded, it shall be stated by the Chair or Clerk before debate. If a motion contains several points, a Supervisor may require the motion to be divided.
- E. On all questions, it shall be proper to call for a division for the "ayes" and "nays" if made before the decision of the Chair. All Motions, Amendments, Resolutions or Ordinances shall be entered in the minutes.
- F. Whenever a Supervisor requests to speak in debate or deliver any remarks to the County Board, she/he shall address the Chair and limit their remarks to the question under debate.
- G. In all cases, the Supervisor who first (1<sup>st</sup>) addresses the Chair shall speak first (1<sup>st</sup>). When two (2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is to speak first (1<sup>st</sup>).**
- H. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The County Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to.
- I. All questions shall be put in the order in which they were moved except privileged questions. All other separate motions shall have precedence in the order in which they are named.
- J. Any Supervisor desirous of terminating debate may call the previous question when recognized by the Chair. The Chair shall ask if there is any objection to closing the debate. If a Supervisor objects to the call of the previous question, the Chair may call for a motion to end



the debate. If the motion has been seconded the Chair must immediately take a vote as to whether to order the previous question. To close the debate requires a two-thirds ( $\frac{2}{3}$ ) vote of the County Board.

- K. A Motion to adjourn shall always be in order; but this Rule shall not authorize any Supervisor to move an adjournment when another Supervisor has the floor or when the Board is voting.
- L. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who has been excused from the previous County Board meeting, to move for reconsideration of the vote on any question on the same or next regular meeting of the County Board.
- M. Any Supervisor may, call on any County employee for remarks on matters pertaining to their Office or Department.

#### **RULE FIVE: ORGANIZATIONAL MEETING**

- A. The first meeting of the newly Elected Board will be an Organizational Meeting. The meeting will be held the third (3<sup>rd</sup>) Tuesday in April in even numbered years. The order of business for this meeting will be as follows:
  1. Call the meeting to Order by the County Clerk
  2. County Clerk to indicate if the Meeting was properly announced
  3. Administration of the Oath of Office
  4. Roll Call
  5. Moment of Silence
  6. Pledge of Allegiance
  7. Approve the Agenda
  8. Election of the County Board Chair (two (2) year term)
  9. Election of 1<sup>st</sup> Vice-Chair (two (2) year term)
  10. Election of 2<sup>nd</sup> Vice-Chair (two (2) year term)
  11. Go to regular business under Rule Twenty Four

#### **RULE SIX: CALL OF THE ROLL**

Anytime the County Board convenes or reconvenes, the County Clerk shall make a roll call of the members.

#### **RULE SEVEN: VOTING**

All Supervisors present at any meeting of the County Board shall be required to vote unless excused by the Chair or a majority vote of the County Board. Voting shall be done electronically, unless the Chair calls to have a voice vote. Anytime the County Board or a Committee votes on any matter, the Secretary, or Recording Secretary of the Committee shall record the members' votes and enter it into the meeting minutes.

#### **RULE EIGHT: RULES OF THE BOARD**

The Rules of the Board are adopted in even number years at the April regular organizational County Board Meeting. Changes recommended by an the ad hoc county board rules committee will be presented to the organizational reviewed in March by the outgoing board meeting and adopted by the incoming board for adoption in April.

#### **RULE NINE: RULE CHANGE**

- A. The Rules may be suspended by a two-thirds ( $\frac{2}{3}$ ) vote of the Supervisors present.
- B. These Rules may be amended by Resolution at any Regular Session of the Board by a two-thirds ( $\frac{2}{3}$ ) vote of Supervisors present.



**RULE TEN: ELECTION OF OFFICERS**

The County Board shall, on the third (3<sup>rd</sup>) Tuesday of April, in the even numbered years, elect, by secret ballot ~~according to~~ ~~allowed by~~ ~~to~~ §19.88(1), Wisconsin Statutes, a Chair, 1<sup>st</sup> Vice Chair and 2<sup>nd</sup> Vice Chair, to each serve a two (2) year term. The County Clerk shall conduct the election as follows until the Chair is elected:

- A. Nominations shall be accepted from the floor. After three (3) calls for "any other nominations", nominations shall be closed
- B. Each nominee may speak for three (3) minutes.
- C. Each position shall be voted on by separate secret ballot.
- D. Secret ballots are used until a majority vote of the members present elects such Officer
- E. In the event a candidate does not obtain a majority vote the election shall continue until a majority vote is obtained

**RULE ELEVEN: COMMITTEE ON APPOINTMENTS**

The Committee on Appointments shall consist of the County Board Chair, 1<sup>st</sup> Vice Chair, and 2<sup>nd</sup> Vice Chair. The Committee on Appointments shall appoint all members of Committees, subject to confirmation of the County Board. These initial appointments shall occur within 10 working days of the Organizational Meeting held in April of even numbered years. **Thereafter, the County Board Chair will make recommendations for committee member replacements and/or appointments subject to confirmation of the County Board.** The County Clerk shall be responsible for maintaining committee listings.

**RULE TWELVE: DUTIES OF THE COUNTY BOARD CHAIR**

The County Board Chair shall perform all duties under §59.12, Wisconsin Stats., as may be amended from time to time. The Chair preserves the order of the County Board, and shall decide all the questions of order, subject to an appeal of the County Board.

- A. The Chair shall ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies.
- B. The Chair shall preside at County Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
- C. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
- D. The Chair shall ensure the other Supervisors are informed of current and pending County Board issues and processes.
- E. The Chair may excuse the attendance of members and the same shall be entered into the minutes of the County Board.
- F. **The Chair shall be an ex-officio member of all Committees, and may vote only in the absence of a member of the Committee if there is no quorum.**
- G. The Chair shall preserve and may speak on points of order in preference to other Supervisors and shall be required to vote on all questions and matters pertaining to the County Board, except questions on appeal from his decisions, and his vote shall be recorded with the rest.
- H. The Chair/Clerk may administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties.
- I. The Chair, or designee, shall represent the County at all ceremonial events or functions, when requested, and shall represent the County upon request of groups or organizations to present County positions or programs.
- J. Approve County Board Agendas within 24 hours of receipt



The Chair is a member of the County Board, and has the same rights in debate as any other member. However, the Chair is also obligated to maintain impartiality and fairness to the debate when presiding over the County Board.

### **RULE THIRTEEN: DUTIES OF THE 1<sup>ST</sup> VICE CHAIR AND 2<sup>ND</sup> VICE CHAIR**

- A. The 1<sup>st</sup> Vice Chair shall assume the duties of the Chair in the event of the Chair's absence.
- B. The 1<sup>st</sup> Vice Chair shall assume the duties of the Chair in the event of a permanent absence due to disability, incapacity, death, resignation or removal. The 2<sup>nd</sup> Vice Chair shall be moved to 1<sup>st</sup> Vice Chair position and an election, as provided in **Rule Ten**, shall be held to elect a new 2<sup>nd</sup> Vice Chair for the remainder of the term.
- C. In the event the Chair and the 1<sup>st</sup> Vice Chair are absent for the above-mentioned reasons, the 2<sup>nd</sup> Vice Chair shall assume the Chair's duties and responsibilities.

### **RULE FOURTEEN: APPOINTMENTS AND ORIENTATION MEETING**

The second meeting of the newly Elected Board is to be held after the Organizational Meeting. The meeting will be held within 10 working days of the Organization Meeting in April in even numbered years. The meeting will only consist of appointments and Orientation and no additional business shall take place. The order of business for this meeting will be as follows:

1. Call the meeting to Order by the Chair
2. Was the meeting properly announced
3. Roll Call
4. Moment of Silence
5. Pledge of Allegiance
6. Approve the Agenda
7. Appointments
8. Recess for orientation of board members
9. Conducted by **County Manager**, Corporation Counsel, County Clerk and/or outside agencies as applicable
10. Reconvene
11. Adjourn.

### **RULE FIFTEEN: ABSENCE OF THE CHAIR, 1<sup>ST</sup> VICE CHAIR, AND 2<sup>ND</sup> VICE CHAIR**

In the absence of the Chair and the Vice Chairs, the County Clerk shall call the County Board to order, and the County Board shall then elect, as provided in **Rule Ten**, one (1) of the members as temporary Chair.

### **RULE SIXTEEN: COUNTY BOARD VACANCY**

In the event of a vacancy on the County Board, the County Chairperson shall appoint a person who is a qualified elector and resident of that supervisory district to fill the vacancy for the unexpired portion of the term, pursuant §59.12, Wisconsin Statutes. If the County Board disapproves the appointment, any member of the County Board, at the same meeting, may offer nominations to fill the vacancy subject to the approval of the County Board. Any person appointed to the County Board under this paragraph shall take Office upon being approved by the County Board and sworn in by the Chair or the County Clerk.

### **RULE SEVENTEEN: TIME AND PLACE OF MEETINGS**

The County Board shall meet on the following dates:



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- 272 A. The third (3<sup>rd</sup>) Tuesday in April in the even numbered years shall be the Organizational  
273 Meeting.
- 274 B. The Annual Meeting shall be held on the Tuesday after the second Monday of November in  
275 each year, unless such meeting is adjourned in accordance with § 59.11(1), Wisconsin  
276 Statutes.
- 277 C. The third (3<sup>rd</sup>) Tuesday in each month unless otherwise designated by a majority vote of the  
278 Board.
- 279 All meetings shall begin at 9:30 a.m. or 6:00 p.m., unless a different hour is specified by a  
280 majority vote of the County Board. The place of the meetings shall be in the County Board Room  
281 of the Courthouse in the Village of Friendship, Wisconsin, or at another location as designated by a  
282 majority vote of the County Board.

#### 283 284 **RULE EIGHTEEN: SPECIAL MEETING**

- 285 A. The County Board may cancel, postpone or set Special Meetings, except those expressly  
286 required by law, upon the written request of a majority of the Supervisors. The request must  
287 specify the time and date of the meeting, and must be delivered to the County Clerk at least 48  
288 hours before the meeting. The request shall also list the reason(s) for canceling, postponing,  
289 or the purpose of the Special Meeting. The County Clerk shall notify each Supervisor by mail,  
290 fax, email, or telephone of the date and time of the meeting.
- 291 B. In the case of an emergency, the Chair, 1<sup>st</sup> Vice Chair, or 2<sup>nd</sup> Vice Chair may call a Special  
292 Meeting. The calling of the meeting must be in writing, specify the date, time and place and  
293 be delivered to the County Clerk at least 24 hours before the meeting. The County Clerk shall  
294 prepare an agenda and notify each Supervisor by mail, fax, e-mail, or telephone of the date  
295 and time of the meeting.

#### 296 297 **RULE NINETEEN: ~~QUARTERLY~~ COMMUNICATION AND STRATEGIC PLANNING** 298 **MEETING**

299 The County Board may meet at a minimum quarterly and more frequently, if necessary, to ensure  
300 the other Supervisors are informed of current and pending County Board issues and processes and  
301 advancement of strategic planning. This meeting may include Supervisors, members of  
302 management and/or others as deemed appropriate. It is encouraged that this meeting take place  
303 in conjunction with a regular County Board Meeting and as a Committee Meeting of the Whole,  
304 with a specific agenda. Items/topics of discussion will be determined prior to adjournment of the  
305 previous County Board Meeting. This meeting is meant to promote communication, open  
306 government and transparency, and encourage forward thinking by respectfully discussing,  
307 debating and searching for understanding of County plans.

308  
309 The order of business for this meeting may be as follows:

- 310 1. Call to order by the Chair  
311 2. Was the meeting properly announced  
312 3. Roll Call  
313 4. Approve Agenda  
314 5. Review of previous meeting minutes  
315 6. Identify agenda items:  
316 a.  
317 b. etc  
318 7. Set next-meeting date  
319 8. Adjournment  
320



**RULE TWENTY: ATTENDANCE**

- A. Attendance at all County Board meetings by Supervisors is mandatory pursuant §59.11(4) Wisconsin Statutes. Absences may be excused solely by the County Board Chair, but advance notification to the County Clerk is acceptable subject to the Chair's approval.
- B. The above attendance rules also apply to Committees. ~~with the exception that only the Committee Chair shall be contacted and approve any absences.~~ Committee members may designate their replacement or request the County Clerk to find their replacement. Committee meeting absences may be excused by the Chair of the committee, or by notification to the County Clerk. The Committee Chair will be informed at all times.

**Unexcused Absences**

- A. An unexcused absence from any County Board meeting by a Supervisor, depending upon the circumstances, shall subject such Supervisor to suspension or expulsion from the County Board upon two-thirds ( $\frac{2}{3}$ ) vote of the members present.
- B. A Supervisor that has three (3) consecutive unexcused absences from a Committee shall be reported to the County Board Chair for appropriate County Board action. The County Board action may include reprimand or suspension from the County Board or Committee. This action must be approved by two-thirds ( $\frac{2}{3}$ ) vote of the members present.
- C. ~~If a Supervisor is excused from a Committee meeting, at the discretion of the Committee Chair, they may designate another Supervisor to replace the excused Supervisor, only to constitute a quorum.~~ they may designate their replacement or request the County Clerk to find their replacement. The Committee Chair will be informed at all times.

**RULE TWENTY ONE: QUORUM**

- A majority of Supervisors or Committee members shall constitute a quorum.

**RULE TWENTY TWO: OPEN MEETINGS**

The public is entitled to the fullest and most complete information regarding the affairs of County Government as is compatible with the conduct of County affairs and the transaction of County business. The Wisconsin Statutes shall be complied with by all members, at all meetings. The County Board and its Committees shall meet with open doors pursuant §59.11(4), Wisconsin Statutes, and timely notification of all public meetings, date, time, place, and subject matter shall be given, including the topics for any contemplated closed session, as provided by Wisconsin Statutes.

- A. **Attendance at Closed Session Meetings.** Supervisors shall be allowed attendance at closed session meetings. A legally constituted Committee of the County may lawfully vote to exclude any Supervisor not a member of that Committee from a lawfully closed session pursuant to §19.89 Wisconsin Statutes.
- B. **Confidentiality of Closed Sessions.** Supervisors and other persons attending a closed session of the County Board or Committee of the County Board shall maintain the confidentiality of the proceedings during that closed session, and shall not disclose the events of the closed session to any person not admitted to the closed session without approval of the County Board or Committee that held the session. All County Board Supervisors and members of Committees shall comply with Open Meetings Law pursuant to Sub Chapter V §19.81 et seq. Wisconsin Statutes.
- C. **Agendas.** Agendas of all meetings shall be noticed at least 24 hours in advance of the meeting with the County Clerk's office and any news media and those who request agendas. In an emergency, a meeting may be called without 24 hours notice, but emergency meetings do require at least two (2) hours notice of the meeting and shall be reviewed and advised by



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the Corporation Counsel prior to the meeting being called to order.

- D. **Minutes.** Minutes of all County Board meetings shall be signed by the County Clerk and shall be provided to the Supervisors with the next month's County Board packet. Minutes of all Committee meetings shall be signed by the recorder of the minutes and filed with the County Clerk's Office within 10 working days of the meeting and shall include all attachments presented at the meeting or with the agenda. All minutes shall make note that the minutes have not been approved by the governing body.

### **RULE TWENTY THREE: REIMBURSEMENT FOR SERVICES**

No per diem shall be reimbursed to a Supervisor except as provided by this Rule. Per diem payments shall be allowed for actual attendance by a Supervisor at any of the following:

- A. A meeting of the County Board
- B. A meeting of any County Board standing or Ad Hoc Committee of which the Supervisor is a member, or which the Supervisor was directed by the County Board, the Board Chair, or the Committee Chair to attend
- C. A meeting of any other group or organization to which the Supervisor has been appointed with the consent and approval of the Board
- D. A public hearing if the County Board or a Committee has approved that Supervisor's attendance, in advance, as reflected in the minutes of such body
- E. A seminar or conference where funding is available
- F. ~~Travel days prior to the start of or after the end of a conference or an event, providing the event is over 60 miles from the County Seat and the meeting starts before 8:30 a.m. or ends after 3:00 p.m.~~
- G. No per diem compensation or travel expenses shall be allowed for meetings, seminars, conferences, or other events outside of the State of Wisconsin unless specifically approved by a majority vote of the County Board
- H. A Supervisor is not entitled to a per diem for attending a meeting if the meeting is not held or if no business is transacted at that meeting, however mileage may be reimbursed
- I. ~~No Effect 2018, one (1) per diem payments per township shall be allowed for attendance at Town Board meetings, within their a Supervisor Supervisory District, unless said Supervisor is a member of that Board. Mileage will be allowed for one (1) meeting a month per Town Board meeting.~~

The per diem rate for attendance at County Board meetings is ~~\$45.00~~ \$50.00; per diem rate for attendance at all other meetings and events, is ~~\$35.00~~ \$40.00. ~~Effective April 2016, County Board meetings are \$50.00 per diem rate for attendance. All other meetings and events are \$40.00.~~

No more than one (1) per diem payment shall be allowed to a Supervisor for any one (1) day except as follows:

- A. If the Supervisor attends different meetings on the same day, and there is a gap of one and one-half hours (1½) or longer between adjournment of one (1) meeting and the commencement of the other meeting, then per diem payments may be allowed for each meeting that day.
- B. If a meeting lasts five (5) ~~four~~ (4) hours or more on the same day, an additional per diem payment of fifteen dollars (\$15.00) in addition to the rate specified shall be paid. ~~Effective April 2018, an additional per diem payment of twenty-five dollars (\$25.00),~~



C. A Supervisor who attends a second or subsequent meeting on the same day and there is a gap less than one and one-half (1½) hours between adjournment of one (1) meeting and the commencement of the other meeting, then an additional per diem payment of fifteen dollars (\$15.00) for that second (2) or subsequent meeting shall be paid. Effective April, 2018, then an additional per diem payment of twenty-five dollars (\$25.00) for that second (2nd) or subsequent meeting shall be paid

### **Mileage, Meals, and Lodging**

All mileage shall be reimbursed at the rate set by the Internal Revenue Service. The County Board member's shall be paid mileage for all assigned County Board meetings. County Board member's shall only be paid mileage if they actually drive to Committee meetings. The County Board shall be paid for mileage, meals, and lodging as provided in the Administrative Policy Documents and/or Employee Manual.

### **Expense Vouchers**

Expense vouchers shall be submitted to the County Clerk's Office no later than the Friday before the County Board meeting. All members of Committees or other sub-units of County Government who have claims shall submit them within 30 days of the date incurred. Six (6) Supervisors shall review all County Board claims at the regular County Board meeting. The six (6) Supervisors shall rotate on a three (3) month cycle.

### **County Board Chair**

The County Board Chair shall be monetarily compensated an extra \$200.00 per month in addition to his or her regular Committee per diems. Effective April, 2018, \$300.00 per month in addition to his or her regular Committee per diems shall be monetarily compensated.

## **RULE TWENTY FOUR: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES**

A. **County Board Agenda.** All items, including Resolutions and Ordinances in printed hard copy, shall be delivered to the County Clerk by 9:00 a.m. seven (7) days prior to the County Board meeting. (i.e. Tues) The County Clerk shall, at least four (4) days before the County Board meeting, present to each supervisor, written minutes of the previous meeting, current resolutions and ordinances, along with an itemized agenda of the matters to be considered by the County Board. The Chair, in conjunction with the County Clerk, shall prepare the agenda. County Board Supervisors may place items on the agenda seven days (7) prior to the County Board Meeting by contacting the County Board Chair and/or County Clerk. Copies of all Resolutions and Ordinances shall be submitted to the Supervisors along with the agenda and written minutes of the previous meeting. At the beginning of the meeting, the County Board shall approve the minutes of the previous meeting. The order of business for all regular County Board meetings may be as follows:

1. Call to Order by the Chair
2. Was the meeting properly noticed
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of Minutes
8. Public Participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims



10. Correspondence
11. Appointments
12. Unfinished Business (includes reconsideration of previous month action - see preceding month agenda)
13. Reports and Presentations
  - a. County Manager/Administrative Coordinator
  - b. Written Department Summary Reports
  - c. Miscellaneous
14. Review Committee Minutes
15. Resolutions
16. Ordinances
17. Denials
18. Petitions
19. Approve Claims
20. Per Diem and Mileage for this Meeting read by the County Clerk
21. Motion for County Clerk to correct errors
22. Set next meeting date
23. Closed Session, pursuant to Chapter 19, Wisconsin Statutes
24. Adjournment

**B. Committee Agenda.** The Oversight Committee Chair shall approve/finalize the Committee's meeting agendas before it is sent to the Committee members. Items to be discussed shall identify the topic with enough specificity for the members of the Committee and the public's understanding. If the item is not clearly identified, the Committee shall not discuss or take action on the issue. The following format shall be followed:

Date:

Time:

Place:

Agenda:

1. Call to Order by the Chair
2. Was the meeting properly noticed
3. Roll Call
4. Approve the agenda
5. Approve minutes (list date(s) of meeting(s))
6. Public Participation
7. Correspondence
8. List items for action or discussion
9. Report of Departments (List items for action)
10. Report of Committee Members (List items for action)
11. Set next meeting date
12. Closed Session, pursuant to Chapter 19, Wisconsin Statute
13. Adjournment

Any person wishing to attend, who, because of a disability, requires special accommodation, should contact the name of Department and phone number where they may call at least 24 hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members or the majority of any



given County Board Committee may be present, only the above Committee will take official action based on the above agenda. Public participation is limited to agenda items with a three (3) minute limitation.

**C. Agendas for a Joint Committee Meeting.** The Chairs of the Committees that have requested a joint meeting shall agree to the agenda items relating to the Joint Committee Meeting and relay that information to the appropriate Department Head(s). Each Committee involved in a Joint Committee Meeting shall be responsible for preparing their agenda for the joint meeting. The Chairs of the Committees involved in a joint meeting shall determine who shall chair the meeting. The members of all Committees involved in a Joint Committee meeting may make motions and vote on all agenda items as a whole.

**D. Public Participation.** It is important that individuals have an opportunity to address the County Board and the Committee at meetings as PUBLIC PARTICIPATION. Individuals shall sign their name, address, and indicate the agenda item on which he/she will be speaking. The individual's name will be called when it is their turn to speak, on the related agenda item. (State clearly and concisely the issue. Comments will be limited to a maximum of THREE (3) MINUTES, unless additional time is approved by the Chair. (If you have written material, please provide copies. It is not necessary to read an entire document.))

The public participation portion, discussion at the meeting is limited to members of the County Board. Department heads/employees shall be recognized by a County Board Member before speaking.

**E. County Board Minutes.** Each Supervisor shall read the minutes of the previous Board meeting before the County Board meeting. Any appropriate corrections or alterations of such minutes will be made at the succeeding County Board Meeting. The minutes of the County Board meetings will be printed in the County Board Proceedings Book.

The County Clerk shall keep correct minutes of the proceedings of the County Board. In all cases where an order, motion, or resolution shall be entered on the minutes of the Board, the name of the Supervisor moving the same, the name of the Supervisor seconding, and the results of the vote shall be entered on the minutes. At the end of the minutes it shall read: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COUNTY BOARD.

**F. Committee Meeting Minutes.** The recorder of the minutes for each Committee shall keep correct minutes of all Committee meetings and shall provide copies to all Committee members. Any time there is a motion, it shall be entered in the minutes of the Committee meeting, including the name of the Supervisor moving the same and the name of the Supervisor seconding the motion, and the results of the vote on the motion. The recorder is responsible for submitting a hard copy of the meeting minutes with associated hand-outs/attachments to the County Clerk within 10 working days after the meeting. At the end of the meeting minutes it shall read as follows: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Any appropriate corrections or alterations of such minutes will be made at the succeeding Committee meeting. The official signed minutes shall be completed and a hard copy given to the County Clerk's Office within five (5) working days of the meeting and shall be made available to the public as requested. At the end of the meeting minutes, it shall read as follows: THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE. (See Appendix Three (Taking Minutes))



**RULE TWENTY FIVE: COMMITTEES, BOARDS AND COMMISSIONS**

After the initial appointment to the Committees, a replacement will be based on the recommendations of the Committee seeking replacement, submitted to the County Board Chair for appointment subject to ratification by the County Board. The Committee on Appointments shall recommend appointments to Special and/or Ad Hoc Committees subject to confirmation by the County Board. The County Board and Committee Duties and Structure shall be as follows:

**County Board General Duties:**

- A. The County Board shall have all powers and duties granted by the Wisconsin State Statutes.
- B. The County Board is responsible for the review and adoption of the Administrative Policy Documents and Employee Manual annually.
- C. The County Board shall have final approval of the following items, including but not limited to:
  - 1. County Budget
  - 2. Collective Bargaining Agreements
  - 3. Transfer of General Funds
  - 4. Establishing Committees, Boards and Commissions
  - 5. Review proposed state and local legislation concerning County Government and make recommendations
- D. Confirm the appointment of non-elected Department Heads by a majority vote if required by Wisconsin Statutes
- E. Elect the County Highway Commissioner per Wisconsin Statutes

**Standing Committees Organization:**

- A. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall assume the Chair position and an election shall be held to elect a Vice Chair for the remainder of the term.
- B. A majority of the members of any Committee shall constitute a quorum for the transaction of business.
- C. The Chair of each Committee shall report to the County Board of their Committee activities as requested at County Board meetings.

**General Duties:**

- A. At the first organizational meeting, the Committee shall elect a Chair, Vice Chair, and recorder of the minutes.
- B. Review and recommend the annual budget for County Departments.
- C. Review of Department financial reports for each of the County Departments within the Committee's oversight
- D. Direct and guide Policy and accountability of the Departments within the Committee's oversight.
- E. Approve items including but not limited to:
  - 1. Departmental budget with a written one (1) year plan of operation to include goals & expectations
  - 2. Departmental policies and procedures
  - 3. Staffing levels and hours
  - 4. Grant applications and acceptances
  - 5. Establishing Departmental fee schedules
  - 6. Establishing Departmental short and long range goals



- 513 F. Approve and bring forth intergovernmental agreements and contracts as necessary or as  
 514 otherwise authorized by law  
 515 G. Approve and bring forth resolutions and ordinances for action by the County Board  
 516

## 517 ADMINISTRATIVE & FINANCE COMMITTEE

518 **A. Membership.** The Administrative & Finance Committee shall be comprised of (5) five County  
 519 Board Supervisors;

- 520 1. County Board Chair
- 521 2. First (1<sup>st</sup>) Vice Chair
- 522 3. Second (2<sup>nd</sup>) Vice Chair
- 523 4. Two (2) appointed County Board Supervisors at large

524 ~~A. of which would be a member of the Executive Committee and Health and Human Services~~  
 525 ~~Board; however, this person cannot Chair both the Administrative & Finance Committee and~~  
 526 ~~the Executive Committee.~~

527 **B. Oversight.** The Administrative & Finance Committee shall confer and have policy-making  
 528 responsibilities for the following Departments: Corporation Counsel, County Clerk, County  
 529 Treasurer, County Manager/Administrative Coordinator, Personnel and MIS.

530 **C. Duties and Responsibilities.** Shall have oversight of the County Budget and transfer of  
 531 funds per the County Budget and Accounting Policies and be consistent with §65.90 of the  
 532 Wisconsin State Statutes, as they may be amended from time to time.

533 Duties and responsibilities include, but are not limited to the following:

- 534 1. Examine all claims against the County
- 535 2. Provides oversight for all routine County financial matters including review and approval of:

- 536 • Audit reports
- 537 • Investments
- 538 • Insurance policies, bonding
- 539 • Contingency funds, and
- 540 • Recommends budget amendments to the County Board

541 3. Review on a monthly basis, the Treasurer's report on County investment activities pursuant  
 542 §59.62, Wisconsin Statutes

543 4. Evaluate and make recommendations to the County Board on the issuance of new debt,  
 544 refinancing existing debt, and authorizing debt repayment

545 5. Approve the implementation of a five (5) year technology plan for the County

546 6. Review and update all computer and technological policies annually

547 7. Review and update budget and accounting policies annually

548 8. Review and recommend salaries, benefits and compensation structure for all county  
 549 personnel. ~~to the Executive Committee~~

550 9. Maintain a level of communication with the Drainage Boards

551 10. Introduce Policy Resolutions that are not the responsibility of another committee.

552 11. Communication and liaison between all committees, municipalities and government units, to  
 553 work out problems of mutual concern.

554 12. Hear policy violations and/or potential issues that may result in litigation.

555 13. Develop short and long range plans for the County.

556 14. Set parameters, goals, and give Policy directions to the Corporation Counsel and Personnel  
 557 Director on collective bargaining issues. Prior to any contract being submitted to  
 558 arbitration, the Corporation Counsel and Personnel Director shall meet with the Committee  
 559 and discuss the status of negotiations and receive further direction.

560 15. All proposed union contracts shall be submitted to the Committee and County Board for  
 561 final approval.



16. General policy-making responsibility for parks, trails, lake access areas, and recreation property operated, maintained and developed by the County to provide adequate and safe facilities for all users following the five (5) year recreational plan
17. Assist in determining appropriate programs to be provided by the Recreation Program

#### D. Sub Committees, Boards and Commissions:

1. **Health Insurance Committee.** This is an advisory Commission not a policy-making Commission. The purpose is to find ways to reduce costs of health, dental, vision, etc insurances for both the county and the insured employees. Recommend plan design and cost to the Finance Committee. The quorum for the Health Insurance Advisory Committees be established at five (5) members. Membership to include: two (2) County Board Members that are appointed by the board and each department head or their designee. (Res. #100-2014)
2. **Rural Industrial Development Commission.** This is an advisory Commission not a policy-making Commission.
  - a. **Membership.** The Rural Industrial Development Commission shall consist of seven (7) members that reflect the diversity of needs within the County. The Commission shall consist of representatives from the following and shall be appointed by the Committee on Appointments and approved by the County Board:
    1. Adams Columbia Electric Cooperative
    2. Adams County Board Supervisor
    3. Adams County Banks
    4. Local Business Community
    5. Towns
    6. City of Adams
    7. Village of Friendship
    8. Ex-Officio members include:
      - a. President of the Village of Friendship
      - b. Mayor of the City of Adams
      - c. All Chairpersons of all Town Boards within the County
      - d. Adams County Executive Director of the Chamber
  - b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
    1. The Rural Industrial Development Commission shall elect annually a President, Vice-President, Recorder of the minutes, and Treasurer.
    2. Act pursuant to the Rural Industrial Development Commission, Inc. bylaws approved by the County Board
3. **Revolving Loan Fund.** This is an advisory Board, not a policy-making Board.
  - a. **Membership.** The Revolving Loan Fund shall be comprised of the Board of Directors of the Rural Industrial Development Commission.
  - b. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:
    1. Serve new and expanding businesses in Adams County
    2. Provide gap financing
    3. Encourage investment
    4. Encourage creation of permanent, year round jobs
    5. Encourage retention and expansion of existing businesses



6. Attract new business

7. Encourage development of modern industrial technology, and a safe, healthful work environment in Adams County

**4. ~~Technology Steering Committee.~~** This is an advisory Committee, not a policy making Committee.

a. **~~Membership.~~** The Technology Steering Committee will include seven (7) members.

The Committee members should be named as follows: County Manager/Director of Finance or representative ((Ad Hoc Member) anyone deemed necessary by the committee, appointed by the committee serving limited term), the MIS Department Information Systems Manager, a member of GIS, Health and Human Services ((1) one designated by the Oversight Committee), Public Safety & Judiciary ((1) one designated by the Oversight Committee), and (1) one County Board Member (as designated/appointed by the Chair Committee on Appointments). The County Board Member will be the Chair.

b. **~~Oversight.~~** Identify areas where the investment in technology will be of the most value to the County, trends that may make technology more important to an area, and mandates, rulings, and guidelines that may make changes to infrastructure necessary, allowing balanced input into the overall future technology plans for Adams County Government. **To become internal policy.**

## ETHICS BOARD

This policy recognizes the Ethics Board as set forth in Adams County Ethics Ordinance 22-2011. The Ethics Board shall be governed by Adams County Ethics Ordinance 22-2011 and any amendments or modifications or revisions thereto, as may be enacted by the County Board.

## EXECUTIVE COMMITTEE

A. **~~Membership.~~** The Executive Committee shall be comprised of five (5) County Board Supervisors, which shall consist of:

6. \_\_\_\_\_ County Board Chair

7. \_\_\_\_\_ First (1<sup>st</sup>) Vice Chair

8. \_\_\_\_\_ Three (3) appointed County Board Supervisors at large

B. **~~Oversight.~~** The Executive Committee shall confer and have policy making responsibilities for the following Departments: Corporation Counsel and Personnel.

C. **~~Duties and Responsibilities.~~** Duties and responsibilities include, but are not limited to the following:

1. The Executive Committee in conjunction with the Oversight Committee will interview up to three (3) candidates to make the recommendation for an appointment to the position of Department Head. The Executive Committee in conjunction with Administrative and Finance Committee shall recommend an appointee for the position of County Manager/Director of Finance.

2. Introduce Policy Resolutions that are not the responsibility of another committee.

3. Communication and liaison between all committees, municipalities and government units, to work out problems of mutual concern.

4. Hear policy violations and/or potential issues that may result in litigation.

5. Develop short and long range plans for the County.

6. Set parameters, goals, and give Policy directions to the Corporation Counsel and Personnel Director on collective bargaining issues. Prior to any contract being submitted to



arbitration, the Corporation Counsel and Personnel Director shall meet with the Committee and discuss the status of negotiations and receive further direction.

7. All proposed union contracts shall be submitted to the Committee and County Board for final approval.
8. Review the recommendation of the Administrative & Finance Committee regarding salaries, benefits and compensation structure for all county personnel, and submit to the County Board for final approval. **Now referred to as Administrative & Finance Committee**

#### **EXTENSION COMMITTEE**

A. **Membership.** The Extension Committee shall be comprised of five (5) County Board Supervisors two (2) of which will serve on the Land & Water Committee.

B. **Oversight.** The Extension Committee shall confer and have policy-making responsibilities for the UW Extension Department.

C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. General policy making responsibilities.
2. Assist in determining appropriate programs to be provided by the County Extension Department.
3. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b), Wisconsin Statutes. **Now referred to as Land & Water Resource and Recreation Committee.**

#### **HEALTH & HUMAN SERVICES BOARD**

A. **Membership.** The Health & Human Services Board shall be comprised of nine (9) members, which shall consist of:

1. Five (5) shall be County Board Supervisors, one (1) of which will be a member of the Administrative and Finance Committee
2. Four (4) shall be individuals who are not elected officials or employees of the County. These members shall be comprised of the following:
  - a. An individual who receives or has received human services, or shall be a family member of such an individual, and who has demonstrated interest or competence in the field of public or community health
  - b. A good faith effort shall be made to appoint a Physician
  - c. A good faith effort shall be made to appoint a Registered Nurse
  - d. No public or private provider of services shall be appointed to the Health & Human Services Board

B. **Term.** As required by §46.23(4)(c), Wisconsin Statutes, members shall serve for terms of three (3) years, so arranged that as nearly as practicable, the terms of one-third ( $\frac{1}{3}$ ) of the members shall expire each year.

C. **Oversight.** The Health & Human Services Board shall confer and have policy-making responsibilities, except as provided by law, for the following Departments: Health & Human Services and Veteran Services.

D. **Duties and Responsibilities.** Created pursuant to §46.23(4)(a)(1) and §46.23(4)(b)(2), Wisconsin Statutes, duties and responsibilities shall include but not be limited to the following:

1. Oversee the Department and assure enforcement of the Health and Human Services Statutes, Rules, and Regulations
2. Act as the Human Services Board as required by §46.23(5) and 46.23(5m), Wisconsin Statutes
3. Act as the County Board of Health as required by §251.04, Wisconsin Statutes



4. Act as the Aging Commission, advised by an Aging Advisory Committee, as required by §46.82(4)(d), Wisconsin Statutes
5. Develop Policies and authorize direction and planning for the delivery of all human services; Health & Human Services that meet the physical and mental health, social and economic needs of individuals and families; review the coordinated plan and budget; set priorities on program operations within the funding mechanisms provided by Federal, State, and County Government
6. Assess the health status of the citizens and recommend Policies that will improve the health status and assure that needed health services are provided

E. **Sub Committees, Boards, and Commissions.** All subcommittees shall report to the Health & Human Services Board. The Health & Human Services Board shall be responsible for interaction, communication and recommendations to the County Board with respect to its subcommittees, including: Aging Advisory Committee, Nutrition Advisory Committee, Long Term Support Advisory Committee, and AODA & Crisis Advisory Committee. The Board shall have interaction and communication with the Veteran Services Commission, Central Wisconsin Community Action Counsel, and North Central Wisconsin Workforce Development Board.

1. **Aging Advisory Committee.**

- a. **Membership.** The Aging Advisory Committee shall be comprised of seven (7) members, and include at least 50% of older individuals. At least five (5) members will be age 60 and over, and five (5) shall be citizen members. The remaining members shall be the Aging & Disability Resource Manager serving as the Aging Director and Director of the Health & Human Services Department. The membership should be representative of the varying socio-economic composition of the older population in the County.
- b. **Term.** Citizen members shall serve three (3) year terms, so arranged that as nearly practical, the terms of one-third ( $\frac{1}{3}$ ) of the members shall expire each year. No member may serve more than two (2) consecutive three (3) year terms.
- c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  1. This is an advisory Committee, not a policy-making Committee.
  2. Act pursuant to the Wisconsin Elders Act of 1991, as the Commission on Aging
  3. Meetings are held quarterly

2. **Nutrition Advisory Committee.**

- a. **Membership.** The Nutrition Advisory Committee shall be comprised of twelve (12) individuals which shall consist of the following:
  1. Nine (9) nutrition program participants, with three (3) representing each meal site.
  2. Others representing the public interest, consisting of:
    - (a) One (1) County Board Supervisor
    - (b) Aging & Disability Resource Manager serving as the Aging Director
    - (c) Director of the Health & Human Services Department
  3. Meal site participants shall elect members to serve on the Committee.
- b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  1. This is an Advisory Committee, not a policy-making committee.
  2. Meetings shall be held every two (2) months.
  3. Meetings shall provide opportunity for the Committee to address participant grievances and complaints.

3. **Long Term Support Advisory Committee.**



a. **Membership.** The Long Term Support Advisory Committee shall be comprised of at least 12 members, which shall consist of the following:

1. One (1) County Board Supervisor
2. Five (5) individuals receiving long-term support services (or a relative or guardian of such individuals) representing each of the groups eligible for Community Options Program funding (frail elderly, physical disabilities, developmental disabilities, chronic mental illness, and chemical dependence)
3. One (1) representative from each of the following:
  - (a) County Health Department
  - (b) Commission on Aging
  - (c) Health & Human Services Department
  - (d) Local nursing home
  - (e) Local home health agency
  - (f) Local medical center

b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. This is an Advisory Committee, not a policy-making committee.
2. Meetings are held quarterly.
3. The Long Term Support Advisory Committee is responsible for approval and oversight of the Community Options Plan (and annual updates).
4. Assuring coordination of services among local service providers and long-term support programs
5. Evaluating service delivery

#### 4. **Veteran Service Commission.**

a. **Membership.** The Veterans Service Commission shall be comprised of at least five (5) residents of the County who are Veterans. Appointed by the County Board Chairperson for staggered three (3) year terms. Pursuant to §45.81.

b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. This is an Advisory Commission, not a policy-making commission.
2. Meet a minimum of four (4) times per year
3. Provide aid to needy veterans, or to spouses, surviving spouses, minor and dependent children of veterans, and the needy parents of veterans

### **HIGHWAY COMMITTEE**

A. **Membership.** The Highway Committee shall be comprised of five (5) County Board Supervisors. Two (2) shall serve on the Solid Waste Committee.

B. **Oversight.** The Highway Committee shall confer and have policy-making responsibilities for the Highway Department.

C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. Act as the Highway Commission pursuant to §83.015, Wisconsin Statutes.

D. **Sub Committees, Boards, and Commissions.** The Highway Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Traffic Safety Commission.

#### 1. **Traffic Safety Commission.**

a. **Membership.** The Traffic Safety Commission shall be comprised of the following:

1. Highway Commissioner
2. Sheriff or Chief Deputy



3. County Highway Safety Coordinator
4. One (1) representative designated by the Committee on Appointments from each of the disciplines of education, medicine, and law
5. Three (3) representatives involved in municipal law enforcement agencies, highways, and highway safety

b. **Duties and Responsibilities.** Include but are not limited to:

1. Meet at least quarterly to review traffic accident data from the County and other traffic safety related matters, and carryout all other duties pursuant to §83.013
2. Upon review, the Commission shall make written recommendation for any corrective action it deems appropriate to the Department of Transportation, County Board, Public Works Committee or any other appropriate branch of local government.
3. Committee shall file a report on each meeting with the Department of Transportation
4. The Department of Transportation shall furnish each commission with traffic accident data and uniform traffic citation data for the rural, federal, state and county highways in the jurisdictions represented in each Commission, which shall identify the accident rates and arrest rates on their highways, and shall also furnish a suitable map for use in spotting accidents.

## HOUSING AUTHORITY

A. **Membership.** The Housing Authority shall be comprised of five (5) members appointed by the Committee on Appointments pursuant §59.53(22)(b) and §66.1201(5)(a), Wisconsin Statutes, which shall consist of:

- a. Two (2) County Board Supervisors
- b. Three (3) citizen members

B. **Duties and Responsibilities.** The Housing Authority is created by §59.53(22), Wisconsin Statutes, and the duties and responsibilities are pursuant to §66.1201 and §66.1211, Wisconsin Statutes, and include, but are not limited to the following:

1. Prepare, carry out, acquire, leave and operate housing projects approved by the County Board to provide for the construction, reconstruction, improvement, alteration or repair of any, or part of, housing projects
2. Own, hold, clear and improve property
3. Lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project
4. Establish and revise the rents or charges for housing projects subject to the limitation of §66.1201, Wisconsin Statutes

## LAND & WATER and RESOURCE AND RECREATION CONSERVATION COMMITTEE

A. **Membership:** The Land & Water Conservation Committee shall be comprised of seven (7) total members: Five (5) County Board Supervisors, two (2) of which shall serve on the Extension Committee, and the two (2) same serve on the Planning & Zoning Committee, and two (2) citizen members, one (1) of which shall be an Farm Services Agency (FSA) Representative and one (1) of which shall be recommended by the Adams County Lake Alliance and forwarded to the Committee on Appointments for approval.

B. **Oversight.** The Land & Water Conservation Committee shall confer and have policy-making responsibilities for the Land & Water Conservation Department and UW Extension Department.

1. Act with the powers of Chapter 92, Wisconsin Statutes, regarding soil and water conservation and animal waste management
2. Act as the Land Conservation Committee pursuant to §92.07, Wisconsin Statutes and maintain all ordinances passed and in accordance therewith



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3. Supervision of operation and maintenance of County owned dams
4. General policy-making responsibilities.
5. Assist in determining appropriate programs to be provided by the County Extension Department.
6. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b), Wisconsin Statutes.

#### EXTENSION COMMITTEE

- A. **Membership.** ~~The Extension Committee shall be comprised of five (5) County Board Supervisors two (2) of which will serve on the Land & Water Committee.~~
- B. **Oversight.** ~~The Extension Committee shall confer and have policy-making responsibilities for the UW Extension Department.~~
- C. **Duties and Responsibilities.** ~~Duties and responsibilities include, but are not limited to the following:
  7. General policy-making responsibilities.
  8. Assist in determining appropriate programs to be provided by the County Extension Department.
  9. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b), Wisconsin Statutes.~~

#### LIBRARY BOARD

- A. **Membership.** The Adams County Library Board of Trustees shall consist of seven (7) **six (6)** appointed members who shall be residents of the County. One (1) school administrator or his/her representative, to represent the public school district, or districts, in which the Adams County Library is located; **one (1)** ~~or two (2)~~ members of the County Board of Supervisors; and **four (4)** ~~or five (5)~~ members from the County at large.
- B. **Term.** Members shall be divided as nearly as may be into three (3) equal classes to serve for one, two, and three years respectively from January 1 in the year of their appointment, and thereafter each regular appointment shall be for a term of three (3) years.
- C. The Library Board shall have all the powers and duties consistent with Chapter 43 of the Wisconsin Statutes as may be amended from time to time. The Library Board is accountable to the Adams County Board for the general operation of the library. The Adams County Board shall determine budget appropriations, personnel policies and building usages unless statutes indicate otherwise.

#### PARKS COMMITTEE

- A. **Membership.** ~~The Parks Committee shall be comprised of five (5) three (3) County Board Supervisors.~~
- B. **Oversight.** ~~The Parks Committee shall confer and have policy-making responsibilities for the Parks Departments.~~
- C. **Duties and Responsibilities.** ~~Duties and responsibilities include, but are not limited to the following:
  1. General policy-making responsibility for parks, trails, lake access areas, and recreation property operated, maintained and developed by the County to provide adequate and safe facilities for all users following the five (5) year recreational plan
  2. Assist in determining appropriate programs to be provided by the Recreation Program~~



## PLANNING & ZONING COMMITTEE

- A. Membership.** ~~The Planning & Zoning Committee shall be comprised of seven (7) total members five (5) County Board Supervisors, the same two (2) shall serve on the Land & Water Conservation Committee and two (2) of which shall serve on the Extension Committee, and two (2) citizen members.~~ The Planning & Zoning Committee shall be comprised of seven (7) total members: Five (5) County Board Supervisors (two of whom shall also serve on the Land & Water Conservation Committee, and two of whom shall also serve on the Extension Committee); and Two (2) citizen members. Any excused vacancies on the seven (7) member Committee shall be filled from a predetermined list comprised of County Board Supervisors with knowledge or experience with zoning and the public hearing process. (Res. #7-2015)
- B. Oversight.** The Planning & Zoning Committee shall confer and have policy-making responsibilities for the following Departments: Planning & Zoning and Register of Deeds.
- C. Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
1. Act as the Planning & Zoning Committee pursuant §59.69(2), Wisconsin Statutes, and maintain all ordinances passed and in accordance therewith.
  2. Recommend amendments of the County Comprehensive Plan to the County Board
  3. Review and take action on any Land Information policies and approval of expenditures and contracts needed, proposed by the Land Information Officer or Land Information Sub Committee
  4. Oversee County Surveyor projects and budget
- D. Subcommittees, Boards, and Commissions.** The Planning & Zoning Committee shall be responsible for interaction, communication and recommendations regarding appointments to the Board of Adjustment, North Central Wisconsin Regional Planning Commission and Land Information Subcommittee.
1. **Board of Adjustment.** Language modified to be in compliance with statutes.
    - a. **Membership.** The Board of Adjustment shall be appointed in accordance with Section §59.694 of the Wisconsin Statutes. The Board of Adjustment shall consist of no more than five (5) members of which the members must live within a town in the County, with no two (2) members from the same town. No member shall be a member of the Planning and Zoning Committee, a member of the County Board of Supervisors, or a member of a Town Board. The Committee on Appointments shall appoint two (2) alternates to the Board pursuant §59.694(2)(bm). The terms shall be staggered three year terms appointed by the County Board Chairperson. The members shall serve with compensation and shall be removable for cause by the County Board Chairperson upon written charges and after a public hearing.
    - b. **Duties and Responsibilities.** Pursuant to §59.694, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:
      1. Hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an Administrative Officer
      2. Hear and decide special exceptions to the terms of a Zoning Ordinance upon which the Board of Adjustment is required to pass
      3. Authorize, upon appeal in specific cases, such variance from the terms of a Zoning Ordinance, as will not be contrary to the public interest, where due to special conditions, a literal enforcement will result in practical difficulty or are unnecessarily burdensome, so that the spirit of the Zoning Ordinance shall be observed, public safety and welfare secured, and substantial justice done



## 2. Land Information Committee

- a. **Membership.** The Adams County Land Information Committee will consist of the one (1) County Board Supervisor who will serve as Chair. The County Manager/Administrative Coordinator, GIS Technician, Land Information Officer, County Register of Deeds, County Treasurer, County Clerk, a Realtor (if available), and a representative from each of the following Departments: Solid Waste, MIS, Land and Water Conservation, Planning and Zoning, Sheriff, Emergency Management, Highway Commission, Real Property Lister and County Surveyor. Five (5) members of this committee constitute a quorum.
- b. **Oversight.** The Land Information Committee shall confer and have policy development responsibilities and oversight for the Land Information functions and duties.
- c. **Duties and Responsibilities.** The Land Information Committee shall carry out all duties and responsibilities in accordance with §59.72, Wisconsin Statutes.

## PROPERTY COMMITTEE

- A. **Membership.** The Property Committee shall be comprised of five (5) members of the County Board for oversight of County owned property.
- B. **Oversight.** The Property Committee shall confer and have policy-making responsibilities for the Building & Grounds Director/Maintenance Department.
- C. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:
  1. ~~To maintain and keep in repair all public buildings and personal property owned and operated by Adams County, To allocate departmental space in all county buildings among all departments, excluding buildings operated by the Solid Waste Department, the Highway Department, the Parks, and the Dams to ensure and monitor the proper operation, repair and management of all county owned property, both real and personal.~~
  2. ~~Set policy for the Adams County Community Center and Room Usage.~~
  3. ~~To cause to be prepared by all department heads full and accurate records of all capital expenditures (\$5000.00 or greater) in each department no later than the 20<sup>th</sup> of January of each year and to cause the same to be filed in the office of the County Manager. This committee shall see that the MIS Departments keep a perpetual inventory of the county-owned computers and related equipment, hardware, electronic devices, and the committee may make annual inspections of such property, including the county jail. All county surplus property shall be listed with the Property Committee. County surplus materials will be sold at Practical Cents with 20% of sale to be retained by Practical Cents, 80% of all computer related sales to be returned to MIS department budget as revenue, 80% of all other property to be returned to the furniture carryover account. The committee shall consider, review and recommend the acquisition, lease, rent or sale of any real or personal county property for public uses or purposes, as required by law, to the County Board for approval pursuant to §59.52(6) of the Wis. Stats. To be considered for policy document.~~
  4. Appraise and advertise lands acquired by tax deed or by in-REM proceedings, pursuant §75.14, Wisconsin Statutes. Recommends the sale or holding of any lands acquired by tax deed or in- REM proceedings, requires approval of the County Board.
  5. ~~Hold a public auction periodically to dispose of surplus equipment and goods not sold through Practical Cents or any other county approved outlet.~~
  6. The County Clerk is authorized to execute and sign any and all legal documents relating to sale and purchase of real or personal property.



7. Propose and **Review and** approve contracts, leases, fees, expenditures or other agreements as necessary for the construction, improvement, equipment, maintenance, and operation of the Airport.

8. Review reports presented by the Airport Manager

- D. **Sub Committees, Boards and Commissions.** The Property Committee shall be responsible for interaction, communication and recommendations to the County Board of Supervisors with respect to the Airport Commission, Adams County Fair Board and Workplace Safety Committee.

### 1. Airport Commission.

- a. **Membership.** The Airport Commission shall be comprised of two (2) **one (1)** County Board members from the Property Committee and three (3) members especially interested in aeronautics appointed by the Committee on Appointments.
- b. **Duties and Responsibilities.** Pursuant to §114.14, Wisconsin Statutes, duties and responsibilities shall be as follows:
  1. The Airport Commission shall have complete and exclusive control and management over the airport as vested by the County.
  2. The commission shall provide a report to the Property Committee quarterly.

### 2. Fair Board.

- a. **Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor **that is a member of the Property Committee** to the Fair Board as a liaison member.
- b. **Duties and Responsibilities.** Attend Fair Board meetings as a non-voting member to assist and ensure communication between the entities.

### 3. Workplace Safety Committee.

This is an Advisory Committee, not a policy-making Committee.

- a. **Membership.** One (1) County Board supervisor, the Building & Grounds Director or their designee, County Safety Director and two (2) qualified individuals that may or may not be County employees.
- b. **Oversight.** To address safety issues and oversee the County's workplace safety program.

## PUBLIC SAFETY & JUDICIARY COMMITTEE

- A. **Membership.** The Public Safety & Judiciary Committee shall be comprised of five (5) County Board Supervisors.

- B. **Oversight.** Except as provided by law, the Public Safety & Judiciary Committee shall confer and have policy-making responsibilities for the following Departments and Operations: Child Support, Clerk of Circuit Courts, Medical Examiner, District Attorney, Emergency Management, Office of the Family Court Commissioner, Register in Probate, and Sheriff.

- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. Review and approve as necessary emergency management plans for the County, consistent with the State Plan of Emergency Management, assist in the review and approval of Municipal Emergency Management Plans, and integration of such plans with the County plan.
2. Act as the Emergency Management Committee pursuant to §166.03(4)(c), Wisconsin Statutes.
3. Oversee activities of County Emergency Management Director per §166, Wisconsin Statutes.
4. Approve rules, regulations and policies specific to the Sheriff's Department.



5. Oversee the County Court and Court related processes.
6. Pursuant to §59.54(15), Wisconsin Statutes, Annual Inspection. At least annually each year the Board of each County, or a Committee thereof, shall visit, inspect and examine each jail maintained by the County, as to health, cleanliness and discipline, and the keeper of the jail shall lay before the board or the committee a calendar setting forth the name, age and cause of committal of each prisoner. If it appears the Board or Committee that any provisions of the law have been violated or neglected, the Board or the Committee shall immediately give notice of the violation to the District Attorney of the County.
7. Shall conduct public hearings pursuant to §59.26 and any amendments, codifications or renaming of said statute.

**D. Sub Committees, Boards, and Commissions.** The Public Safety & Judiciary Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Local Emergency Planning Commission.

**1. Local Emergency Planning Commission.**

- a. **Membership.** Pursuant to §59.54(8), Wisconsin Statutes, the Local Emergency Planning Commission is required to have members as specified in 42 USC 11001(c), which shall have powers and duties under 42 USC 11000 to 11050 and under §166.20 and 166.21, Wisconsin Statutes. Superfund Amendments and Re-authorization Act (SARA) Title III (Section 301(c)) requires that the Committee consist of at least one (1) representative from each of the following groups;
  1. Elected State and Local Officials
  2. Law Enforcement
  3. Fire
  4. Emergency Management
  5. Health Professionals
  6. Environmental
  7. Representatives of facilities subject to the Emergency Planning requirements and the Media
- b. **Duties and Responsibilities.** Pursuant to 42 USC 11000 to 11050 and under §166.20 and §166.21, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:
  1. This is an Advisory Committee, not a policy-making committee.
  2. Consult and coordinate with the County Board, the County and local heads of emergency management services, and the Public Safety & Judiciary Committee in the execution of the Local Emergency Planning Commission's duties.

**SOLID WASTE COMMITTEE**

- A. **Membership:** The Solid Waste Committee shall be comprised of five (5) County Board Supervisors. ~~and the two (2) shall serve on the Highway Committee.~~
- B. **Oversight.** The Solid Waste Committee shall confer and have policy-making responsibilities for the Solid Waste
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  1. General policy-making responsibility for the operations of the Solid Waste Department
  2. Remain updated of changing legislation regarding waste disposal and recycling to ensure County compliance



## **SPECIAL OR AD HOC COMMITTEES**

**A. Duties and Responsibilities.** Special or Ad Hoc Committees may be recommended by the Committee on Appointments with approval by the County Board Chair as the need arises, to carry out a specific task requested by the County Board Chair and/or recommended by an Oversight Committee, which duration shall automatically cease upon completion of the task, or at the direction of the Committee on Appointments. All appointments are subject to confirmation and approval of the County Board.

## **RULE TWENTY SIX: RESOLUTIONS AND ORDINANCES**

- A. Resolutions and Ordinances sponsored by Committees or individual Supervisors shall be in writing and hard copies with appropriate signatures and attachments filed with the County Clerk by 9:00 a.m. seven (7) days prior to the next meeting of the County Board. (i.e. Tuesday morning)
- B. Unless otherwise directed by a majority vote of Supervisors present, oral reading of any proposed Resolution or Ordinance shall be waived subsequent to reading of the Intent and Synopsis, Be it Resolved, and Supervisors who signed the document, as long as all Supervisors have received a written copy of such Resolution or Ordinance in advance of the reading.
- C. Resolutions or Ordinances to be acted on by the County Board shall be sponsored by at least one (1) Supervisor. When offered by a Committee, the Resolution or Ordinance shall have signatures of a majority of the Supervisors of that Committee. All Resolutions shall be titled and carry a preamble setting for the Intent and Synopsis, Fiscal Note, and sponsor(s). The County Manager/Administrative Coordinator and Corporation Counsel shall review all Resolutions and Ordinances prior to them being submitted to the County Clerk's Office for the Board Meeting.
- D. Copies of late (should be exceptions and not the rule) Resolutions or Ordinances shall be provided to all Supervisors and Department Heads, and shall be read by the County Clerk. The County Board may consider them as long as the Resolution or Ordinance has been timely noticed in accordance with the Open Meetings Law and upon approval of the County Board Chair. The County Board may reconsider any action taken one (1) month previous as long as the prior action taken was properly noticed on the agenda. The County Clerk shall keep on file a copy of the agenda for public review.
- E. All Resolutions and Ordinances shall start with the number one (1) at the beginning of each calendar year. For example: Resolution 1-201\_\_ or Ordinance 1-201\_\_.

## **RULE TWENTY SEVEN: NEW POSITIONS**

New permanent County positions not included in the budget that require transfer of funds shall not be created without approval of two-thirds ( $\frac{2}{3}$ ) of the County Board member's present.

## **RULE TWENTY EIGHT: FUNDING**

- A. General Fund.** Any appropriation from the General Fund requires two-thirds ( $\frac{2}{3}$ ) vote of the County Board membership. (14 votes)
- B. Contingency Fund.** Any appropriation from the Contingency Fund requires two-thirds ( $\frac{2}{3}$ ) vote of the County Board membership. (14 votes)
  - 1. The contingency fund is an appropriation that is non-lapsing and is governed by the Administrative Finance Committee for transfers within the established restrictions under (C).
  - 2. Transfer from the contingency fund are permitted by the Administrative Finance Committee not to exceed ten percent (10%) of the Department's Budget.
- C. To Transfer.** A two-thirds ( $\frac{2}{3}$ ) vote of the County Board membership is required to permit the transfer of money from a line item within one (1) Department to a similar or different line



Item within another Department, or to permit transfer of money from an existing line item within a Department to line items unanticipated and not referred to in the annual budget. Unless approved by the Administrative & Finance Committee and the aggregate totals of such transfers in one (1) year does not exceed ten percent (10%) of the Department's budget.

**D. To Borrow.** A two-thirds ( $\frac{2}{3}$ ) vote of the County Board membership is required before the County Board may borrow funds. (14 votes)

**E. Annual Budget.** The County Board annual budget will not be valid unless it conforms with §65.90, Wisconsin Statutes, and is approved by majority vote of the County Board. Any amendments to the budget following the hearing shall require two-thirds ( $\frac{2}{3}$ ) vote of the County Board membership.

## **RULE TWENTY NINE: CLAIMS AGAINST THE COUNTY**

**A.** All claims shall be brought against the county in compliance with §59.07 and §893.80 Wisconsin Statutes

**B.** The Corporation Counsel shall review claim(s) against the County in accordance with section 59.52 (12) (a) (b)

**C.** Pre-Claim notices

## **RULE THIRTY: RULES IN VIOLATION OF LAW**

If any rule herein shall be determined to be in conflict with any state or federal law or ruled invalid by any court of competent jurisdiction, the remainder of these rules shall not be affected.

**RULE THIRTY ONE:** The County Board and/or appropriate Standing Committee shall be responsible for interaction, communication with respect to:

### **A. Aging Disability Resource Center (ADRC).**

- 1. Membership.** This committee is dictated by the bylaws adopted by the Consortia. The County Board Chair shall make the appointments, including at least one (1) County Board Supervisor to the committee. The Human Services Board and Commission on Aging shall make a recommendation to the County Board Chair regarding the appointments.

### **B. Central Wisconsin Community Action Council (CWCAC).**

- 1. Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor to the CWCAC. The Council meets six (6) times a year in even months with the following Counties involved: Adams, Juneau, Sauk, Columbia and Dodge.

### **C. Community Response.**

- 1. Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor and one (1) citizen member.

### **D. Lake Districts.**

- 1. Membership.** The Committee on Appointments shall appoint a County Board representative(s).
- 2. Duties and Responsibilities.** Duties and responsibilities are set forth in §33.29 and §33.31, Wisconsin Statutes.

### **E. Golden Sands Committee.**

- 1. Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor that shall be a member from the Land & Water Committee to the Golden Sands Committee. That member must sit on the Water Quality Sub Committee.
- 2. Oversight.** Manage natural and human resources in ways consistent with sound conservation principles by working across county lines to address local concerns.
- 3. Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:



- a. To develop and implement a program of resource conservation and development for Adams, Juneau, Marathon, Marquette, Monroe, Portage, Waupaca, Waushara, and Wood counties in an effort to conserve, develop and utilize natural resources and thereby improve general economic conditions.
- b. To coordinate and assist in carrying out the local and regional development plans of other organizations and agencies.
- c. To create a general awareness on the part of all people of the urgency and need for sustainable development, conservation and utilization of natural resources.

**F. North Central Wisconsin Workforce Development Board (NCWWDB).**

1. **Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor that shall be a member from the Planning & Zoning Committee to the NCWWDB. The Board meets quarterly and the Counties involved in this District include: Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood. (Res. #99-2014)

**G. North Central Wisconsin Regional Planning Commission (NCWRPC).**

1. **Membership.** The County shall have three (3) appointments to the NCWRPC of which:
  - a. The Committee on Appointments shall appoint one (1) member to the NCWRPC, pursuant §66.0309(3)(a) 1, Wisconsin Statutes.
  - b. Two (2) members from each participating County shall be appointed by the Governor. At least (1) one appointee shall be a person, selected from a list of two (2) or more persons nominated by the County Board, who has experience in local government in elective or appointive offices or who is professionally engaged in advising local governmental units in the fields of land-use planning, transportation, law, finance, engineering or recreation and natural resources development. The Governor in making appointments under this subdivision shall give due weight to the place of residence of the appointees within the various Counties encompassed by the region, pursuant §66.0309(3)(a) 2, Wisconsin Statutes.

**H. South Central Environmental Health Consortium. (SCEH)**

1. **Membership.** The South Central Environmental Health Commission shall be composed of two (2) Commissioners from each jurisdiction and one (1) citizen member who shall be a resident in one of the jurisdictions, and shall be appointed by the agreement of the chairpersons of each of the governing bodies of jurisdictions.
  - a. One (1) commissioner who shall be a member of the governing body of the Jurisdiction they represent. Commissioners shall serve a two (2) year term. If a commissioner is no longer a member of the governing body of the jurisdiction they represent their seat is automatically vacated. The Health Officer from each Jurisdiction shall serve as second commissioner from each jurisdiction.
  - b. One citizen member, who shall be a resident in one of the jurisdictions, shall be appointed by the agreement of the chairperson of each of the governing bodies of jurisdictions.

**I. South Central Library System Board (SCLS).**

1. **Membership.** The position on the Board of Trustees for the South Central Library System is a required position that somebody from the Library Board of Trustees needs to fill. The SCLS Board governs the library system; the position can vote. One (1) non-voting alternate position can attend all the meetings, but cannot vote.

**APPENDIX ONE: DEFINITIONS.**

**Committee:** Referred to Committees, Boards, and Commissions, unless otherwise specifically noted.



**Majority:** The majority of the elected or appointed Supervisors present. A majority of citizens cannot make up a quorum of a meeting.

**Quorum:** A majority of Supervisors or Committee members shall constitute a quorum.

#### **PUBLIC PARTICIPATION:**

1. The topic must be part of the agenda.
2. Identify yourself and if representing a group, identify the group.
3. Avoid speaking at length to a previously presented issue by briefly expressing their position on that issue.
4. Plan group representation by appointing one or two members to present an issue

#### **APPENDIX TWO: ACRONYMS:**

**ADRC:** Aging & Disability Resource Center.

**FSA:** Farm Service Agency

**SCEH:** South Central Environmental Health Consortium

**SCLS:** South Central Library System

#### **APPENDIX THREE: TAKING MINUTES.**

When taking minutes for a meeting "cold", it is very difficult to estimate what is important as it relates to that particular meeting. The best procedure is to study the minutes of the last several meetings. Become familiar with the type of issues dealt with by the particular committee. A complete study of the agenda and all attachments is helpful to do a good job when taking minutes.

Write as much as possible. If you have holes in your notes, check with the individual who spoke to confirm content of their discussion. In most cases, you will find them helpful. Any staff members or supervisors present at the meeting can also be of assistance.

Recording actions taken is the single most important part of the final minutes. The minutes should identify the item of business, highlights of discussions resulting in an action, and the exact actions of the item. Clearly indicate what is done, by whom, and why. Record the general consensus of the members, the desires of the committee as to what future actions are to be carried out, and who is responsible for carrying them out. The names are necessary for follow-up actions relating to discussions or future action items. You must be able to use good judgment on items of this nature. Be sure to note the name/time of people arriving late and/or leaving early. This is important as it may determine whether or not a quorum is still present.

Minutes need not be typed verbatim except motions that have occurred or if there is a request for the recording of a statement. Identifying makers of motions and incorporating individual names is required. In typing, the action should be specific, complete, and accurate so that it can stand alone and be referred to at some future time. Final minutes should be typed from your notes and have enough information that accurately reflect the intent of the meeting and actions taken.



379 Even though other attendees at the meeting may take notes of actions affecting them individually,  
380 they are depending upon the meeting secretary for a complete and accurate record of the entire  
381 meeting's proceedings. (Internal policy)

382  
383

384 \*\*\* Strike outs and highlights show recommended changes. Yellow highlighted per Committee  
385 Meeting February 12, 2016 with strike outs. Green highlighted and strike outs per Committee  
386 Meeting February 26, 2016. Table of contents will be updated and modified once all changes are  
387 final.

388

389 Motioned by Allen/Stuchlak to approve changes as discussed and present back before next  
390 scheduled meeting. Motion carried by unanimous voice vote.

391 Motioned by Stuchlak/Allen to keep Parks Committee reducing to three (3) supervisors. Motion  
392 failed by roll call vote. Voting yes, Stuchlak. Voting no, West, Allen and Grabarski. Excused,  
393 Babcock.

394 Motioned by Allen/Grabarski to move Parks Committee under Administrative and Finance  
395 Committee. Motion carried by roll call vote. Voting yes, Allen, West and Grabarski. Voting no,  
396 Stuchlak. Excused, Babcock.

397 Motioned by Allen/Grabarski to approve all changes as made. Motion carried by roll call vote.  
398 Voting yes, West, Allen, and Grabarski. Voting no, Stuchlak. Excused, Babcock. Motioned by  
399 Grabarski/Allen to approve Resolution to adopt County Board Rules for 2016-2018 and forward to  
400 County Board in April. Motion carried by unanimous voice vote.

401 Motioned by Stuchlak/Allen to adjourn at 10:17 a.m. Motion carried by unanimous voice vote.

402 Respectfully submitted,

403   
404 Cindy Phillippe

405 Recording Secretary

406 These minutes have not been approved.

407 S:\COUNTY BOARD\Board Rules\Board Rules 2016\2016 County Board Rules Minutes\2-26-16 Ad  
408 Hoc County Board Rules Minutes.doc



## **ADMINISTRATIVE & FINANCE MEETING MINUTES**

March 4, 2016, 2:00 p.m. Room A160

The meeting was called to order by Vice Chairman Grabarski at 2:00 p.m. The meeting was properly noticed. Roll call: Babcock, Grabarski, Hamburg and Kotlowski. Excused, West. Also present: Zander, Kubisiak, Smith and Phillippi.

Motioned by Kotlowski/Hamburg to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Hamburg/Babcock to approve the minutes from February 5, 2016. Motion carried by unanimous voice vote.

Public participation: None

Correspondence: None

Move items #8 Discuss and/or act on Resolution 44-2002 with item #10 a.

Item #9 County Manager/Administrative Coordinator Report.

a) Discuss and/or act on electronic purchasing (example Ebay, Amazon) no action taken  
Update was provided regarding:

- Plum Creek land and the inability to have access in 2017, this impacts approximately 12 miles of trails
- ADRC – non-compliance issues were resolved, however; now there is a question regarding access to the bathrooms
- ATV clubs – want minimal use on County Highways; paved right-of-way. Update regarding Jefferson trail by Petenwell Park.
- Trade show: \$10 chamber dollars for a total of 15 at each trade show
- Ebay/Amazon/Craigs List - options

Present: West at 2:05 p.m.

Item #10:

Discuss and/or act on resolution for investment possibility. Item #8 Discuss and/or act on Resolution 44-2002. Discussed item #8 and 10a.

West took over as chair at 2:11 p.m.

Motioned by Grabarski/Kotlowski to approve resolution for investments contingent upon Corporation Counsel/Administrative Coordinator language review and forward on to County Board. Motion carried by unanimous voice vote.

Deviated to item 10b. Discuss and/or act on accepting monthly electronic (ACH – automated clearing house) payments from economic development loan accounts. Motioned by Hamburg/Grabarski to accept monthly electronic payments from economic development loan accounts and report back to committee on how the process is working. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Babcock to invest \$600,000 in Bank in Wis. Dells for 12 months; \$600,000 in Farmers & Merchants Bank for 24 months. Motion carried by unanimous voice vote.



- a) Tax Deed Property update provided
- b) Financial report provided
- c) Office activities business as usual

Item #11 MIS: McGhee was not present; hard copies were handed out.

Item #12 County Clerk: Update provided on elections and office activities.

Upcoming agenda items:

Update regarding ECHO and on state link progress

Next meeting date set for April 8, 2016 @ 9:00 a.m.

Motioned by Kotlowski/Hamburg to adjourn at 3:12 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi  
Recording Secretary

These minutes have been approved by the committee.  
CP/ck

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## Minutes of Adams Co. Airport Commission March 14<sup>th</sup>, 2016

Meeting called to order at 7:00 PM by Chairperson Dave Repinski

Members present: Steve Pollina, Mike Bourke, Dave Repinski, Rocky Gilner and Jerry Reuterskiold.  
Also present Airport Manager Mike Scott, Airport Groundskeeper Sheldon Sundsmo

Motion to approve published agenda by Gilner second by Pollina no discussion, motion carried.

Motion to approve Minutes, as published, of February 8, 2016 Airport Commission by Reuterskiold, Second by Pollina. No discussion. Motion carried.

### Report of Airport Manager

Scott Reviewed Correspondence, Scott reported that Wisconsin Bureau of Aeronautics informed him that they would like to have the Airport improvement plan consultant for our airport be put up for bids since it has been about 8 years since the last time it was bid. The current consultant is Mead and Hunt.

Scott presented the current bills for review which included fuel, the parts to repair the snow plow truck and courtesy car repairs.

Scott gave an Airport Improvement Project update. He reported that the criteria for snow removal equipment is still being worked on.

Scott reported that the two Aerial Applicator leases would have to be postponed till the April meeting.

Motion to accept Airport Managers Report by Bourke second by Gilner. No discussion. Motion carried.

### Report of Grounds keeper

Sundsmo reported that the snow plowing truck exhaust manifold has been repaired by the county shop.  
Motion to accept Grounds keeper report by Pollina, second by Repinski, No discussion. Motion carried.

Audience comments: None

Motion to adjourn until 7:00 PM Monday April 11, 2016, by Bourke. Second by Gilner. No discussion. Motion carried.

Meeting adjourned at 7:10 PM.

Submitted by secretary,



Mike Bourke

Minutes not officially approved yet.



ADAMS COUNTYBOARD OF ADJUSTMENT  
MONTHLY MINUTES:  
March 15, 2016

Chairman Bob Beaver called the Adams County Board of Adjustment meeting to order at 9:30 A.M. with the following members present; Cathy Croke, Secretary; Tom Feller, Bob Krause and Bob Benkowski. Others present were: Phil McLaughlin, Zoning Administrator and Janene Harper, Recording Secretary. Was this meeting properly announced? Mr. McLaughlin stated that it was. Roll Call. Bob Krause made a motion to approve the Agenda as noticed. Cathy Croke seconded the motion. All in favor. Motion carried. Public Hearings: Arthur C. & Michelle L. Roberts – Special Exception Permit request under Section 3-3.03 of the Adams County Comprehensive Zoning Ordinance and Section 10-5A.01 (C) of the Adams County Shoreland Wetland and Habitat Protection Zoning Ordinance to allow a residential accessory building without a primary structure present in an R1 Single Family Residential and R&R Recreational/Residential District on property located in the SE ¼, SW ¼, Section 33, Township 18 North, Range 6 East, Lot 1, Block 2, Eyefull Acres North Shore Subdivision on Czech Lane, Town of Preston, Adams County, Wisconsin. Arthur & Michelle Roberts owners, were present to show pictures of property, what the proposed building would look like, and also photos of other lots in the area they say are very close to the road. Bob Beaver stated that he had travelled that road and did not see all that many such buildings. Bob Benkowski asked if Mr. and Mrs. Roberts had checked into the deed restriction to be placed on the properties and was told by the Roberts' that no, they did not take care of that. Bob Benkowski then reminded the Roberts' that the Lake Association requested that the deed restriction be a condition of the Special Exception. Mr. McLaughlin suggested to the board members that they could approve the permit conditionally and if the deed restriction was not in place then they could not build on the property. Phil also suggested that the pole barn be moved further into the lot so a home could be built closer to the road. The Special Exception Permit was granted with the conditions that a Deed Restriction be placed on the Deed that if the property with the residence was ever to be sold, the property with the garage would have to be sold with it and also that the pole building be built no less than 125 feet from the front lot line. Discussion was held. Bob Benkowski moved to grant the Special Exception Permit with noted conditions. Tom Feller seconded the motion. Roll Call Vote: 5 – Yes. Motion carried. Sue M. Reinert – Variance request under Section 5-6B.04 © of the Adams County Comprehensive Zoning Ordinance to allow construction of a garage with a portion of the building at a setback of 50 feet to the center of Bighorn Court instead of the required 63 feet on property located in the NW 1/3, NW ¼, Section 13, Township 19 North, Range 7 East, Lot 1 of CSM 4750 at 196 Bighorn Court, Town of Colburn, Adams County, Wisconsin. Sue M. Reinert, owner, was present to explain request and hand out maps of the parcel for more detailed information. Phil McLaughlin handed out a more clear printed copy of the parcel. Phil then mentions that there is plenty of room in the Western half of the property to build. She explains the hardship of more excavation costs, time, and removal of trees. Phil reminds the Board that variances are not to be granted if there is no need for the variance. Bob Benkowski and Cathy Croke explain to the owner what hardship means as far as their decisions, and that this does not meet the hardship need. Bob Beaver asked Ms. Reinert if she was able to make the building smaller and Mr. Krause told her that if the lean-to portion were to be removed then there would be room where she wanted to build. Ms. Reinert declared that she needs the size of the building for storage and the lean-to is needed to cover her boat. Bob Benkowski made a motion to deny the request. Tom Feller seconded the motion. Roll Call Vote: 5 – Yes. Motion carried.



Adams County  
Board of Adjustment  
Meeting Minutes  
March 15, 2016  
Page #2

Minutes: Phil McLaughlin presented the Board with the minutes from the January 20, 2016 meeting for their review. Bob Benkowski made a motion to approve the minutes as presented. Cathy Croke seconded the motion. All in favor. Motion carried.

Correspondence: None.

Chairman Bob Beaver closed the Public Hearing portion of the meeting. Review of Determination held for the denial of Special Exception Permit on January 20, 2016 for Russell P. & Synthia A. Masterson. Present before the Board was Synthia Masterson and her legal counsel, Jim Heyn. Mr. Heyn proceeded to explain that the Masterson's not applying for a building permit before constructing the pavilion over the camper, not keeping the tires on the camper or having the camper licensed was not done in malice and that they were trying to make things right now by correcting the problems. Bob Benkowski and Tom Feller ask why none of the things requiring correction were taken care of, especially in the 3 ½ months from when these offenses were discovered up until now. Mr. Heyn again assured the Board that the Masterson's were trying to correct things now. Phil brought up the fact that as a condition to the Special Exception Permit, the Board can request building inspections, even in the Town of Adams which does not have inspections on accessory buildings. This would be done for safety purposes. Discussion took place. Bob Benkowski made a motion to grant the Special Exception permit as long as the wheels were put back on the camper, a license was procured and placed on the camper, and that all building construction is to be inspected by the Adams County Building Inspector for UDC compliance. Cathy Croke seconded the motion. 4-Yes. 1-No. (Tom Feller). Motion carried.

The next Board of Adjustment Meeting will be April 20, 2016 at 9:30 A.M.

Bob Beaver made a motion to adjourn. Bob Benkoswki seconded the motion. All in favor. Motion carried.

ADJOURNED: 10:55 A.M.

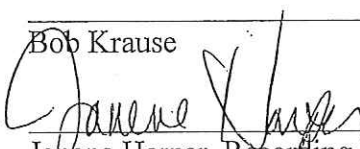
\_\_\_\_\_  
Bob Beaver, Chair

\_\_\_\_\_  
Tom Feller, Vice-Chair

\_\_\_\_\_  
Catherine Croke, Secretary

\_\_\_\_\_  
Bob Krause

\_\_\_\_\_  
Robert Benkowski

  
Janene Harper, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE BOARD.**



## ADAMS COUNTY BOARD OF SUPERVISORS MINUTES

P159

Adams County Board Room March 15, 2016 6:00 p.m.

Meeting was called to order by Chairman West at 6:02 p.m.  
The meeting was properly announced.  
There was a moment of silence followed by the Pledge of Allegiance.

**Roll Call of Supervisors:** Dist. #02 Rocky Gilner; Dist. #03-Larry Babcock; Dist. #04-Larry Borud; Dist. #05-Jerry Kotlowski; Dist. #06-Barb Morgan; Dist. #07-Joseph Stuchlak; Dist. #08-Robin Skala; Dist. #09-Dan Wysocky; Dist. #10-Jake Roseberry; Dist. #11-Robert Eggebrecht; Dist. #15-Jack Allen; Dist. #16-Robert Grabarski; Dist. #17-Lori Djumadi; Dist. #18-John West; Dist. #19-Dave Repinski; Dist. #20-Paul Pisellini. Excused: Dist. #01-Mark Hamburg; Dist. #13-Florence Johnson; Dist. #14-Orin Nigh. Vacant: Dist. #12.

Motioned by Wysocky/Gilner to approve the agenda. Motion carried by unanimous voice vote.

**Present:** Hamburg.

Motioned by Repinski/Babcock to approve the minutes of February 16, 2016. Motion carried by unanimous voice vote.

**Public participation:** None

Announcement of Meetings, Report of Supervisors Claims read by the County Clerk and appoint six (6) Supervisors to approve claims: Allen replacing Nigh, Morgan, Pisellini, Repinski, Roseberry and Skala.

**Claims:** None

**Correspondence:** None

**Appointments:** Motioned by Grabarski/Djumadi to reappoint Kathy Challoner and Patricia Townsend to a 3 year term on the Library Board. Motion carried by unanimous voice vote.

**Unfinished Business:** None

**New Business:** None

**Reports and Presentations:** Motioned by Eggebrecht/Stuchlak to approve the Register of Deeds 2015 Annual Report. Motion carried by unanimous voice vote. The Land Information Plan was submitted. Motioned by Allen/Wysocky to approve the Fair Board Report for 2015. Motion carried by unanimous voice vote. Motioned by Grabarski/Wysocky to approve the Dog License Report for 2015. Motion carried by unanimous voice vote. Motioned by Kotlowski/Eggebrecht to bring the Emergency Fire Wardens list for 2016 back on the floor. Motioned by Djumadi/Allen to approve the list after correcting the spelling of Pritzl. Motion carried by unanimous voice vote. Daric Smith, RIDC handed out a written report. Laura Hook was introduced as the new head of the Chamber of Commerce. A report by Thaddeus Kubisiak, County Manager/Administrative Coordinator was given.

### **Resolutions:**

**Res. #10:** Motioned by Grabarski/Allen to adopt Res. #10-16 to set Medical Examiner Permit Fees and to rescind Resolution 2011-76. Motion to adopt Res. #10-16 carried by roll call vote, 16 yes, 1 abstained, 2 excused, 1 vacant. Abstaining vote, Roseberry. Excused, Johnson and Nigh. Vacant, District 12.

**Res. #11:** Motioned by Kotlowski/Grabarski to adopt Res. #11-16 to designate public depository(s) and authorization of disbursement of county monies. Motioned by Wysocky/Hamburg to amend line 33 on resolution to strike the word "Property", and insert "Finance". Motion to amend Res. #11-16 carried by roll call vote, 17 yes, 2 excused, 1 vacant. Excused, Johnson and Nigh. Vacant, District 12. Motion to adopt Res. #11-16 as amended, carried by roll call vote, 17 yes, 2 excused, 1 vacant. Excused, Johnson and Nigh. Vacant, District 12.

**Res. #12:** Motioned by Wysocky/Hamburg to adopt Res. #12-16 to designate the week of April 11-15, 2016 as Work Zone Awareness Week in Adams County. Motion to adopt Res. #12-16 carried by roll call vote, 17 yes, 2 excused, 1 vacant. Excused, Johnson and Nigh. Vacant, District 12.

**Res. #13:** Motioned by Eggebrecht/Babcock to adopt Res. #13-16 to establish the annual compensation for the positions of County Clerk, Register of Deeds, and County Treasurer; and establish the employee contribution portion of the health insurance and Wisconsin Retirement System (WRS) contribution for eligible elected officials.



Motion to adopt Res. #13-16 carried by roll call vote, 16 yes, 1 no, 2 excused, 1 vacant. Voting no, Stuchlak. Excused, Johnson and Nigh. Vacant, District 12.

**Res. #14:** Motioned by Repinski/Kotlowski to adopt Res. #14-16 to transfer County owned property #126-137 to Georgia Christianson and Russell Larson. Motion to adopt Res. #14-16 carried by roll call vote, 17 yes, 2 excused, 1 vacant. Excused, Johnson and Nigh. Vacant, District 12.

Motioned by Djumadi/Kotlowski to adopt Res. #15-16 and Res. #16-16 to sell county advertised property.

**Res. #15:** To sell county advertised property #4-1484

**Res. #16:** To sell county advertised property #30-6893

Motion to adopt Res. #15-16 and Res. #16-16 carried by roll call vote, 17 yes, 2 excused, 1 vacant. Excused, Johnson and Nigh. Vacant, District 12.

**Recess:** Motioned by Allen/Repinski to take a recess at 6:35 p.m. Motion failed by voice vote, 10 no, 6 yes, 2 excused, 1 vacant. Excused, Johnson and Nigh. Vacant, District 12.

### **Ordinances:**

**Ord. #04:** Motioned by Stuchlak/Morgan to enact Ord. #04-16 to rezone 4 acres of a 45.95 acre parcel located in the E 1/2, SE 1/4, Section 27, Township 17 North, Range 6 East, Lot 2 of CSM 4682 at 924 Dyke Avenue, Town of Adams, from an A1 Exclusive Agricultural District to an R1 Large Lot Single Family Residential District. Motion to enact Ord. #04-16 carried by roll call vote, 16 yes, 1 no, 2 excused, 1 vacant. Voting no, Gilner. Excused, Johnson and Nigh. Vacant, District 12.

**Ord. #05:** Motioned by Stuchlak/Morgan to enact Ord. #05-16 Adams County Building Construction Enactment Ordinance. No action was taken. Tabled until next month, per Chair.

**Denials:** None

**Petitions:** None

Motioned by Djumadi/Kotlowski to approve claims. Motion carried by unanimous voice vote.


Motioned by Repinski/Kotlowski to approve Per Diem and Mileage. Motion carried by unanimous voice vote.

Motioned by Allen/Djumadi to have the County Clerk correct any and or all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote.

Next meeting date set for April 19<sup>th</sup>, 2016 at 9:30 a.m.

Motioned by Wysocky/Djumadi to adjourn the County Board meeting at 6:45 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

  
Cindy Phillippi  
Adams County Clerk

These minutes have not been approved by the County Board.  
CP/ck



Present: Judge Dan Wood; District Attorney Tania Bonnett; Sheriff Sam Wollin; Jack Allen, Adams County Supervisor; Kelly Oleson, interim Director Health and Human Services; State Public Defender Jason Lockery; Nick Sayner and Joe Steinhaus, JusticePoint; Kim Heinz, community member; Andrea Gerloff, community member.

Absent: Probation and Parole; Pastor Brian Schmidt.

**Call to Order** – 12:02 p.m.

**Determination of Compliance with Wisconsin Open Meetings Law** – Judge Wood makes finding of proper posting and notice.

**Roll call** – see above

**Appointment of recording secretary** – Judge Wood will appoint Kathie Dye; Bonnett to take notes for today.

**Approval of Agenda** - Motion to approve by Allen; Second by Bonnett; passed.

**Introduction of and invite introductory comments from council members**

Judge Wood explained that the impetus for creation of the CJCC was the treatment court effort. He gave a history of the work done so far.

Tania Bonnett echoed Judge Wood's comments and stated she wants to see another avenue to give offenders opportunity and resources for actual change.

Jack Allen expressed that his role is to be an avenue to the County Board for support. Kelly Oleson stated that as interim, she hopes to facilitate HHS's role as team member.

Sheriff Wollin described what he sees as the benefits of crime prevention in our community by virtue of the treatment court.

Nick Sayner stated that he was excited about the enthusiasm of the group and is anxious to see how it comes together in Adams County

Joe Steinhaus said he looks forward to spreading the mission of JusticePoint.

Kim Heinz shared her personal experience with the loss of her son to an overdose. She stated that she has an interest in using positive healing activities, like running, to help addicts in recovery and also has a passion for looking at ways to use social media as a positive network for recovery and healing.



Andrea Gerloff shared her personal experience of having been an addict and gone to prison as a result. She wants to help identify those that are struggling with addiction but are perhaps not willing to be honest about it. She wants to provide mentorship to those who are battling addiction.

**Correspondence** – none received

**Discuss National Drug Court Initiative training, tentatively scheduled for August 15-17, 2016** – Wood, Wollin, Bonnett attending for certain, other hopeful participants include Lockery, Probation and HHS

**Discuss possible collaboration with JusticePoint, a non-profit organization, on the grant process and development of the treatment court program** – Wood and Bonnett met with JusticePoint before the CJCC meeting to discuss options for service, including pre-trial risk screening, pre-trial bond monitoring, TAD grant writing and/or serving as treatment court coordinator if grant award received. JusticePoint will write up a proposal and submit it to Judge Wood within three weeks.

**Identify and discuss options for streamlining criminal justice system and new ideas for crime prevention** – Allen asked about how to combat the high-revenue drug trade with so few public resources. Wollin responded that one way to do so is to cut the customer base through treatment and rehabilitation and then drive the trade out of Adams County. Bonnett stated that she felt the TAD grant should be the sole focus at this time for the functioning of the criminal justice system, but that having a simultaneous prevention discussion would be a great idea, especially in light of the work of Drug Free Adams County and its work for prevention. Lockery agreed that the rehabilitation aspects of treatment court should be our main focus because it will reduce recidivism.

**Public input** – none

**Set date for next meeting** – May 11<sup>th</sup> at 4:30 p.m., Rm. A231

**Set agenda for next meeting** – to be done by Judge Wood

**Adjournment** – 1:05 p.m.



**Adams County Health & Human Services and  
Veterans Service Board Amended Meeting Minutes  
Health & Human Services Building – January 11, 2016**

The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Vice-Chair Jack Allen at 4:01 p.m.

**Roll Call of Board Members:** Present: Rocky Gilner, Teresa Harvey-Beversdorf, Robert Grabarski, Lori Djumadi, Fran Dehmlow and Jack Allen. Absent excused: Dr. Gannon & Deb Johnson-Schuh

**Health & Human Services Staff:** Diane Cable, Cindi Flynn, Kay Saarinen-Barr, Sarah Grosshuesch, Sherrie Manning, Wendy Pierce, Diane Osborn, Donna Richards, Kelly Oleson and Ruth Horndasch.

Also in attendance: County Manager, Thad Kubisiak, Personnel Director Marcia Kaye and Rick Carlson.

**Veterans Services Staff:** Steve Dykes

**Approval of Agenda & Compliance with Open Meetings Law**

Motion was made to approve the agenda by Djumadi/Gilner. Motion carried by UVV.

**Approval of Minutes of December 14, 2015**

Motion was made to approve the December 14, 2015 minutes by Grabarski/Harvey-Beversdorf. Motion carried by UVV.

**Public Comment** – None.

**Correspondence** – None.

**Announcements** – None.

**Veterans Service**

1. **Veterans Service Officer's Report November & December 2015.** Veterans Service Officer Dykes reviewed his written report for the Board.
2. **Review and approval of November 2015 Veterans Service Vouchers and Financial Report.** Veteran Services Officer Dykes stated that his budget should come in under budget by \$2,500 and that he will have his December 2015 report for the next regular Board Meeting in February. A motion was made by Djumadi/Harvey-Beversdorf to approve the



Veterans Service vouchers and financial reports for November 2015. Motion carried by UVV.

Veteran Services Officer Dykes was excused at 4:08 p.m.

### **Health & Human Services**

1. **Review & Approval November/December 2015 Health & Human Services Vouchers & Financial Report.** A brief discussion was held and a motion was made to approve the November/December 2015 Health & Human Services vouchers and financial report by Harvey-Beversdorf/Grabarski. Motion carried by UVV.
2. **Director's Report & Managers Narratives.** A written report was submitted to the HHS Board prior to the meeting. Director Cable added that the joint HHS/Property Committee Meeting did not take place regarding the ADRC State Contract. Supervisor Allen further explained that Property Committee Chair Repinski asked to meet with his committee first then to hold a joint meeting after. Supervisor Djumadi requested a copy of the ADRC State Contract. Supervisor Allen also inquired about returning 17 year olds to child court. Cable explained that nothing has happened yet but county partners involved are supportive. The program would not be discussed until the WCA addresses the bill and the cost to roll out. Supervisor Allen also asked Cable how in her report the HHS Department was still vulnerable. Cable explained that a 2<sup>nd</sup> in command is needed to maintain a stable environment but that work is ongoing to strengthen divisions.

### **Division Updates**

**ADRC** Supervisor Grabarski asked ADRC Manager Richards how many people on average are served at all nutrition meal sites. Richards stated that the average is 40 people.  
**Behavioral Health Services** BHS Manager Saarinen-Barr explained that to establish Crisis Stabilization she is working with Law Enforcement & Northwest Connections to come together to create a plan to divert hospitalizations.

**Children & Family Services** CFS Manager Oleson added that Social Worker interviews would be taking place this week. Supervisor Allen expressed concerns for the worker who was being threatened. Olsen explained that her division is supported by the Adams County Sheriff's Office and the District Attorney's Office. Staff also notify managers where they are when out of the office on a home visit.

**Economic Support** ES Manager Flynn added that the Capital Consortium added Sheboygan County to the Consortium. ES Staff have been very busy but it has not been out of control. Flynn announced that her Division is fully staffed with newer staff that are still in training.

**Fiscal Services** Fiscal Manager Pierce stated that the spreadsheet did not include WIMCR because the numbers need to be clarified with the State. The complete WIMCR report should be available for the February Board Meeting.



**Long Term Support** LTS Manager Osborn stated that her report was a 2015 summary of the LTS Division accomplishments. In 2016, an analysis will be done on elder and vulnerable adult referrals due to the many calls received for investigation.

**Practical Cents** PC Manager Manning distributed the Practical Cents final sales report that showed an increase of \$32,000 in sales in 2015. Manning also saw an increase of clients served this past year. Board Supervisors expressed their thanks for a job well done.

**Public Health** PH Officer Grosshuesch stated that she would be re-applying for the home visiting grant and that Sauk and Juneau Counties would maintain fiscal agent.

3. **Long Term Support: Update on Family Care for Adams Count.** Director Cable stated that an email would be sent to the State that that explains she is stepping down as Director and to contact LTS Manager Osborn in matters concerning Family Care. Cable and Osborn will be meeting to write out what Family Care might look like for Adams County and provide this information to the HHS Board at the February 8<sup>th</sup> Board meeting.
4. **Administration: Discussion regarding plan for Adams Count Drug Treatment Court & involvement of HHS.** Director Cable stated that a meeting will be scheduled in February. BH Manager Saarinen-Barr will be the HHS representative and coordinate efforts with the committee. The committee is working to identify a person to write the grant.

Supervisor Dehm low left the meeting at 5:11pm.

5. **Public Health: Presentation on Environmental Health Requirements.** Public Health Officer Grosshuesch presented a PowerPoint presentation that outlined state statues, the focus of environmental health programs and cost and time allocations that fund the programs. The Board of Health Options are to have Adams and Juneau counties remain in the commission or to dissolve the commission with counties operating independently. The Board briefly discussed the two options.
6. **Public Health: Discuss and/or approve continuation of involvement in the South Central Environmental Health Consortium.** A motion was made to approve the continuation of involvement with the South Central Environmental Health Consortium by Djumadi, there was no second. A motion was made to postpone the decision until the February 8, 2016 HHS Board Meeting by Gilner/Grabarski. Motion carried by UVV.
7. **Administration: Discuss and/or approve Behavioral Health Mental Health Therapist Position.** A motion was made to approve the Behavioral Health Mental Health AODA Therapist position by Djumadi/Harvey-Beversdorf. Motion carried by voice vote, 3 yes & 2 no. Voting no, Gilner & Grabarski; Excused, Gannon, Johnson-Schuh & Dehm low.
8. **Administration: Discuss and/or approve Transition Plan for the Health & Human Services Director, due to resignation of current Director.** Director Cable deferred to



County Manager/Administrative Coordinator Kubisiak to inform the HHS Board what the proposed plan was regarding the Interim Director. Kubisiak informed the HHS Board that he hopes to have a plan by Friday, January 15, 2016 so there would be little disruption of the HHS Department. Kubisiak requested guidance from the HHS Board concerning the appointment. Personnel Director Kaye commented that several potential candidates have been contacted. After a brief discussion, Kubisiak asked the HHS Board if they would like to approve the appointment and be a part of the process. Supervisors Allen, Gilner, Harvey-Beversdorf & Djumadi would like Kubisiak to bring his recommendation to the HHS Board for approval, Supervisor Grabarski did not think it was necessary for the HHS Board to approve Kubisiak's recommendation. A Special HHS Board Meeting was requested for Tuesday, January 19, 2016 at 5:00 p.m. at the courthouse, Room A260 to discuss and/or act on the recommendation for the appointment for the interim HHS Director.

9. **Next Regular Meeting Date** – Monday, February 8, 2016 @ 4:00 p.m.

Motion to adjourn at 5:52 p.m. by Grabarski/Djumadi. Motion carried by UVV.

*These minutes have been approved by the committee.  
Minutes respectfully submitted by Ruth Horndasch.*

  
\_\_\_\_\_  
Jack Allen –Chairperson

  
\_\_\_\_\_  
Ruth Horndasch – Recording Secretary



**Adams County Health & Human Services and  
Veterans Service Board **Amended** Meeting Minutes  
Health & Human Services Building – February 8, 2016**

1. The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Chairman Jack Allen at 4:02 p.m.
2. Was the meeting properly noticed? Yes

3. **Roll Call of Board Members:** Present: Rocky Gilner, Teresa Harvey-Beversdorf, Robert Grabarski, Lori Djumadi, Fran Dehmlow, Dr. Gannon and Jack Allen. Absent excused: Deb Johnson-Schuh

Health & Human Services Staff Present: Diane Cable, Cindi Flynn, Kay Saarinen-Barr, Sarah Grosshuesch, Sherrie Manning, Diane Osborn, Donna Richards, Kelly Oleson and Ruth Horndasch.

Veterans Services Staff: Rick Schlichtmann Absent and excused: Steve Dykes

Also in attendance: County Manager, Thad Kubisiak and Personnel Director Marcia Kaye.

4. **Approval of Agenda** - Motion was made to approve the agenda by Grabarski/Harvey-Beversdorf. Motion carried by UVV.

5. **Approval of Minutes – January 11, 2016 & Special Meeting of January 19, 2016**

A motion was made to approve the January 11, 2016 minutes by Harvey-Beversdorf/Djumadi. Discussion: Supervisor Grabarski stated that he was listed in error under item 2 of the Director's Report & Manager Narrative and that Supervisor Allen made the comments. The January 11, 2016 minutes will be amended to reflect the corrections. Motion carried with corrections to be made by UVV.

A motion was made to approve the Special Minutes of January 19, 2016 by Grabarski/Gilner. Motion carried by UVV.

6. **Public Participation** - None

7. **Correspondence** - None

8. **Election of Vice-Chair of Health & Human Services & Veterans Services Board.** A motion was made to nominate Supervisor Gilner to Vice-Chair by Djumadi/Grabarski. Supervisor Gilner accepted the nomination. Motion carried by UVV.

#### Veterans Service

1. **Veterans Service Officer's Report February 2016.** Deputy Veterans Service Officer Schlichtmann reviewed the Veterans Service Officer's written report for the Board. Officer Schlichtmann stated that Officer Dykes would have more information about the current legislation and amendments LRB4524/AB821/SB668 at the March Board Meeting.
2. **Review and approval of December 2015 Veterans Service Vouchers and Financial Report.** A motion was made by Djumadi/Grabarski to approve the Veterans Service vouchers and financial reports for December 2015. Motion carried by UVV.

Deputy Veteran Services Officer Schlichtmann was excused at 4:08 p.m.

#### Health & Human Services

1. **Review & Approval January 2016 Health & Human Services Vouchers & Financial Report.** A brief discussion was held and a motion was made to postpone approval of the Health & Human Services Vouchers and Financial Report until the March 14, 2016 HHS Board Meeting by Djumadi/Gannon. Motion carried by UVV.
2. **Director's Report & Managers Narratives.** A written report was submitted to the HHS Board prior to the meeting. Director Cable added that no new information is available to share with the Board concerning Family Care and that an update will be provided at the March HHS Board Meeting. Supervisor Djumadi expressed concerns about dollar amounts written off on page 13 under the Fiscal Services report. Director Cable explained that this amount is anticipated and the reasons are outlined in Fiscal Manager Pierce's report.

Personnel Director Kaye was invited to update the HHS Board regarding open positions at HHS. Kaye stated that 20 applications have been received for the Social Worker position, 9 applications have been received for the CCS Service Facilitator, 1 application has been received for the Behavioral Health Supervisor position and 13 applicants have applied for the Director position. Marcia briefly reviewed the County hiring policy and stated that it would be ok for HHS Board members to review resumes and attend interviews for the Director position. Supervisor Allen asked for volunteers from the Board to attend. Supervisors Allen and Grabarski will review applications and attend interviews.



Supervisor Djumadi asked for clarification on the Public Health Officer Report. Public Health Officer Grosshuesch explained Wisconsin Partners is a group of associations including the Wisconsin Counties Association working to promote cooperation and dialogue in communities. Officer Grosshuesch represents the state health officer association, WALHDAB at these meetings. Officer Grosshuesch also further explained the approach used by the UW Carbone Cancer Center in their most recent American Cancer Society Grant. The primary county staff involved are from UW Extension, other partners include Public Health, Moundview Memorial Hospital and Clinics, and Adams Columbia Electric Cooperative. ACEC is offering the training to Coop members and is also serving as a pilot for employees in the grant. Results will be used to replicate the program in other worksites. Djumadi asked Officer Grosshuesch what role she had with the behavioral health grant. Officer Grosshuesch explained that she assisted in writing the grant because she leads the regional collaboration between Public Health, Behavioral Health Services and Human Services. The agency's role the first year is a grant planning year and the agency is reimbursed for time planning the grant. Family Health La Clinica is the fiscal agent for the grant.

3. **Administration: Update on ECHO Implementation.** Director Cable stated that the ECHO Software implementation has been going very well. Additionally, the Department has been able to absorb support for the program in-house instead of using outside resources. Support Specialist, Hether Bitsky has been instrumental in this process by training staff, trouble shooting problems quickly, creating forms & reports, providing technical support and working closely with SAAS Support and billing in her DBA role. Cable stated that her ECHO knowledge and shift in job duties will result in updating her job description which will be brought before the Board in March.
4. **Administration: Update on Agency Organizational Effectiveness Work.** Director Cable reviewed 2015 OE project for improving employee orientation and explained that the OE model was demonstrated with staff at the last All Staff Meeting. A workgroup was formed to come up with a plan for parking issues in the HHS parking lot that could not incur costs and must not alter the current parking lot. The team will present their findings at a Management Meeting this month. The 2016 OE project will be focused on Trauma Informed Care. Facilitator Darrin Smith from UW Madison has agreed to get the project started with the OE Team next month. Smith has boasted about our agency and all that it has accomplished to colleagues and we have been asked to present at the Public Child Welfare Conference next fall.
5. **Administration: Discuss and/or approve assignment of Interim Social Worker Supervisor to cover Children & Family Service Manager duties while the CFS Manager fills the role of Interim Director.** The HHS Board discussed the cost involved with the assignment of the Interim Supervisor position in the Children & Family



Services Division. CFS Manager Oleson explained that the interim position would be responsible for screening of child neglect referrals, and supervision of intake/access, CHIPS/JIPS court actions, juvenile court intake and supervise the community response program. Supervisor Grabarski asked if this position would make 2 supervisors in the CFS Division. Cable stated that, yes, 2 supervisors would be in the CFS Division while Manager Oleson continues in her role of CFS Manager and Interim Director starting February 9, 2016. Supervisor Djumadi requested clarification that the Interim Children and Family Services Supervisor would return to her previous Intake Social Worker position after the Director was hired. Oleson confirmed that the Interim Children and Family Services Supervisor would return to her Intake Social Worker position once the Director is hired. Motion to approve the temporary assignment of Interim Social Worker Supervisor by Djumadi. Second by Harvey-Beversdorf. Motion carried by voice vote, 5 yes & 2 no. Voting no, Gilner & Grabarski; Excused Johnson-Schuh.

6. **Long Term Support: Discuss and/or approve request for LTE Registered Nurse.** LTS Manager Osborn stated that the Personal Care Nurse is on temporary leave and it is not known for how long. Motion to approve request for LTE Registered Nurse for Long Term Support by Djumadi/Harvey-Beversdorf. Motion carried by UVV.
7. **Public Health: Discuss and/or approve resolution for Out of State Travel to Chicago for Public Health Nurse Supervisor to attend training for the Home Visiting Program.** Public Health Officer Grosshuesch reviewed the resolution for out of state travel explaining that the request is grant funded and assists meeting the model fidelity as required by Nurse Family Partnership and the Wisconsin Family Foundations Home Visiting grant awarded Adams County, October of 2013. Motion to approve resolution for Out of State Travel to Chicago for Public Health Nurse Supervisor to attend training for the Home Visiting Program by Grabarski/Djumadi. Motion carried by UVV.
8. **Public Health: Discuss and/or approve resolution for Out of State Travel to Dallas for the Public Health Nurse to attend training for Preparedness Education.** Public Health Officer Grosshuesch explained that travel and accommodations are funded with a reimbursement and that training and additional travel costs have been awarded through a competitive scholarship. Public Health Nurse Engwall is a new nurse who administers the Preparedness Program. Motion to approve resolution for Out of State Travel to Dallas for the Public Health Nurse to attend training for Preparedness Education by Harvey-Beversdorf/Gilner. Motion carried by UVV.
9. **Public Health: Discussion and Update on the Environmental Health Commission.** Public Health Officer Grosshuesch reported that since the last meeting she has followed up on the committee's request, confirmed with the Department of Agriculture Trade and Consumer Protection that they have until July of 2017 to become full agent and will sever fiscal ties with Sauk by the end of 2016. Officer Grosshuesch stated that she reached out to the Tri-County Environmental Health Consortium administered by Waushara County and the Wood County Health Department. They both declined the opportunity to have



Adams County join their environmental health programming but offered to assist the Division in the transition. In addition, Sue Kunferman, Health Officer for Wood County, offered to present on the benefits of the Agent Program and their county's experience at a future board meeting. Chair Allen asked Officer Grosshuesch about the Zika virus. Officer Grosshuesch explained that a press release will appear in the newspaper next week and funds are being proposed for local agencies from the Federal Government.

10. **Next Regular Meeting Date** – Monday, March 14, 2016 @ 4:00 p.m.

11. **Adjournment:** Supervisor Allen expressed his thanks to Director Cable for her service to the Health & Human Services Department and wished Interim Director Oleson luck in her new role. Motion to adjourn at 5:12 p.m. by Grabarski/Djumadi. Motion carried by UVV.

*These minutes have not yet been approved by the committee.  
Minutes respectfully submitted by Ruth Horndasch.*

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Jack Allen –Chairperson

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Ruth Horndasch – Recording Secretary

**Adams County Health & Human Services and  
Veterans Service Board Meeting Minutes  
Health & Human Services Building – March 14, 2016**

1. The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Chairman Jack Allen at 4:00 p.m.
2. Was the meeting properly noticed? Yes
3. **Roll Call of Board Members:** Present: Rocky Gilner, Teresa Harvey-Beversdorf, Robert Grabarski, Lori Djumadi, Fran Dehmlow, Dr. Gannon, Terry Harvey-Beversdorf and Jack Allen. Absent excused: Deb Johnson-Schuh

Health & Human Services Staff Present: Kelly Oleson, Cindi Flynn, Sarah Grosshuesch, Sherrie Manning, Wendy Pierce, Donna Richards and Ruth Horndasch. Absent excused: Kay Saarinen-Barr & Diane Osborn

Veterans Services Staff: Steve Dykes

Also in attendance: County Manager, Thad Kubisiak

4. **Approval of Agenda** - Motion was made to approve the March 14<sup>th</sup>, 2016 agenda by Grabarski/Gilner. Motion carried by UVV.
5. **Approval of Minutes – Amended January 11, 2016 & February 8, 2016**  
A motion was made to approve the Amended January 11, 2016 minutes by Harvey-Beversdorf/Gannon. Motion carried by UVV.

A motion was made to approve the February 8, 2016 minutes with two corrections: strike Supervisor Djumadi from last sentence of Paragraph 2, Item 2 – Director's Report & Managers Narratives on page 8 and to include clarification that the Interim Children & Family Services Supervisor position will return to former Social Worker position upon the hiring of the new HHS Director on Page 10 of Item 5 by Gannon/Grabarski. Motion carried by UVV.

6. **Public Participation** - None
7. **Correspondence** – Interim Director Oleson stated that 3 letters were received. The first letter was from a transportation recipient who sent a thank you to Bonnie Billington for her assistance. The second letter was sent via email from a Lead EBW worker from Columbia County who praised the Adams County Economic Support Team for being



friendly, appreciative and hard working. The third letter was received from Ron Hermes, Director of the Bureau of Permanence & Out of Home Care recognizing the Adams County CFS caseworker's high rates of contact, which was the highest the State has ever achieved. The Committee requested that these letters be forwarded to be read at the next County Board Meeting.

8. **Announcements** – Corporation Council is doing a codification project and has requested the Health & Human Services Department to review HHS ordinances and determine if they are still current. Oleson asked if any Board Supervisors were interested in participating in the review. The Board Supervisors agreed that Management could review the ordinances then bring their recommendations to the April 11<sup>th</sup> HHS Board Meeting.

### **Veterans Service**

1. **Veterans Service Officer's Report March 2016.** Veterans Service Officer Dykes reviewed the Veterans Services written report for the Board and highlighted that USDA Rural Grant funding has been approved for another \$7,500 for well and pump replacement for veterans in need. Supervisor Grabarski asked how the determinations are made for assistance. Dykes explained that it was allocated case by case and criteria must be met using a means test. Dykes also highlighted that he was invited to speak at the annual Mount Morris Insurance Company Member Meeting where he was able to inform Veterans from Adams and Waushara counties about Federal and State benefits that are available to them and their families.

Dykes reported that his office is busier this year than last year. A budget request will be made in 2017 for new lobby chairs that are vinyl instead of cloth. Additionally, noise levels are high near the Deputy VSO's office. Dykes asked for guidance regarding noise reduction options and if it was possible to put in a wall where the door is located in this office. Supervisor Djumadi recommended that Dykes bring this request to the Property Committee.

2. **Review and approval of February 2016 Veterans Service Vouchers and Financial Report.** A motion was made by Djumadi/Gilner to approve the Veterans Service vouchers and financial reports for February 2016. Motion carried by UVV.

Veteran Services Officer Dykes was excused at 4:13 p.m.

**Health & Human Services**

- 1. Review & Approval January & February 2016 Health & Human Services Financial Report.** Supervisor Djumadi asked why the carry-over of the SPF PFS grant was not used. Fiscal Manager Pierce stated that it was not budgeted and the State determines the carry-over. The monies for the grant will all be spent by Sept 2016 and revenues and expenses will balance. Djumadi asked if this was still an active group and Interim Director Oleson said that it was. A motion was made to approve the January & February 2016 Health & Human Services Financial Report by Grabarski/Harvey-Beversdorf. Motion carried by UVV.
- 2. Review & Approval of January & February 2016 Health & Human Services Vouchers.** A motion was made to approve the January 2016 Health & Human Services Vouchers and review & approve the February 2016 Vouchers at the April 11, 2016 HHS Board Meeting by Harvey-Beversdorf/Grabarski. Motion carried by UVV.
- 3. Director's Report & Managers Narratives.** A written report was submitted to the HHS Board prior to the meeting. Interim Director Oleson added that interviews are taking place Thursday from 8:30am – 11:30am and Friday from 1:30pm – 4:30pm this week for the CCS Case Manager and LTS Case Manager positions. Oleson asked HHS Board Supervisors if they were interested in sitting in on the interviews. Supervisor Djumadi will check her schedule and let Oleson know if she is available on Friday. Supervisor Grabarski asked how ECHO was going. Fiscal Manager Pierce stated that ECHO was going well and there are still some errors but they are being worked out. Billing for the month of December should go out at the end of this week. Supervisor Djumadi asked if the response was good for the Kids in Crisis Town Hall meeting in Wisconsin Rapids. Oleson reported that it went well. The meetings focus was to get involved locally, take the stigma away relating to mental health and emphasized that 1:4 people suffer from mental illness. The HHS Board requested that Drug Free Adams County be put on the April HHS Board Meeting agenda. Supervisor Gilner asked Public Health Officer Grosshuesch if there was any update regarding the Manure Irrigation Program. Grosshuesch stated that she received a draft report from the DNR this past Saturday. The DNR has not received any complaints by Adams County residents.
- 4. Division Updates**
  - A. ADRC** – No updates to report.
  - B. Behavioral Health Services** – No updates to report.
  - C. Children & Family Services** – Oleson stated that her staff received Reasonable & Prudent Parenting standards that will be shared with foster parents. The standard makes it possible for more normalcy for the child in foster care.



- D. Fiscal Services - WIMCR** - Pierce stated that Forward Health pays Counties directly for costs incurred in the Medicaid programs that is above the Medicaid reimbursement rates. The State then re-claims most of these dollars from the Counties to help with the Medicaid programs. Because the amount to be re-claimed is more than the Counties BCA contract, these dollars get carried across years. So we may receive the checks in one year, but not pay the State until the following year.
- E. Long Term Support** – No updates to report.
- F. Practical Cents** – No updates to report.
- G. Public Health** – Public Health Officer Grosshuesch stated that the Family Foundations Home Visiting Grant application has been received. This is a 1 year grant with a 9 year renewal with Adams County being the fiscal agent for two additional counties. As the fiscal agent, the State will be charged 12% to offset time to attend to fiscal agent requirements. This is a matching grant with the County providing 25%. The application for the grant will be completed for the April HHS Board Meeting for review and approval.
- 5. ADRC: Update on compliance issues related to the 2016 ADRC State Contract.** Interim Director Oleson reported that she was notified by the Director of the ADRC Consortium, Jennifer Dilly that the Adams County ADRC has been out of compliance since 2011. The two primary concerns are that there is no access to a public restroom and that private offices are not available for Resource Specialists. A meeting was held in late February with representatives from the Consortium and Adams County. During this meeting options to be in compliance were discussed. These options were sent to the State, however, there has been discussion that the proposed options will not be accepted. Oleson will continue to work with the State and will keep the HHS Board informed.
- 6. Behavioral Health: Discuss Behavioral Health needs in Adams County.** The Health & Human Services Board discussed concerns relating to behavioral health needs in Adams County. Supervisor Gannon is concerned that mental health appointments take 3 months. Interim Director Oleson stated that there are crisis slots each day but follow-up appointments can be 4-8 weeks out. Supervisor Djumadi stated that there is a shortage of psychologists in Wisconsin. Oleson passed out and reviewed two handouts that contained behavioral health statistics for the general population and for youth. The discussion led to questions about how other counties deal with these concerns and if there are ways to make a difference, without spending money, to address the mental health needs in our county. Supervisor Allen asked how the Committee would like to address these needs. Supervisor Djumadi suggested doing a SWOT analysis to guide the Board in making a recommendation for developing solutions. Supervisor Allen asked that this topic be placed on the April HHS Board Meeting Agenda to discuss further.

7. **Long Term Support: Update on Family Care for Adams County.** Interim Director Oleson stated that the Family Care 2.0 Concept Paper was in the Board Packet. Oleson discussed concerns that could affect Adams County. Currently 3 service regions have been proposed and finance is recommending 5 service regions. Additionally, the role of ADRC's and collaboration with county mental health systems was not included in the concept paper. The current recommendation is to roll out Family Care 2.0 slowly and it is still not certain how this will look for Adams County. Supervisor Allen asked to keep this topic as an agenda item for future meetings.
8. **Public Health: Update on the Environmental Health Commission.** Health Officer Grosshuesch and the Juneau County Health Department Director went back to the Wood County Health Department and requested to further examine the opportunity. Their staff had expressed an interest in examining the opportunity while the staff from Waushara County did not. We have met and shared staffing and budget items. They are still examining the opportunity to add Adams and Juneau to their existing environmental health programming. If we do join them we will need to change some of our programming including becoming full agent for all the DATCP programs including restaurants and pools. Wood County currently charges reasonable fees that are 10% above the state fee. As 10% of all fees must be returned to the state this means they operate their program at the same cost as the state. This decision is required by the state by spring of 2017 regardless of merger. We anticipate further meetings with them to develop a timeline and to bring forth the necessary revised ordinances. Another update will be conducted at the April board meeting.
9. **Public Health: Discuss and/or approve amended resolution for Out of State Travel to Dallas for the Public Health Officer to attend training for Preparedness Education.** Motion to approve amended resolution for Out of State Travel to Dallas for the Public Health Officer to attend training for Preparedness Education by Djumadi/Gannon. Motion carried by UVV.
10. **Public Health: Discuss and/or approve amended resolution for Out of State Travel to Chicago for the Public Health Nurse to attend training for the Home Visiting Program.** Motion to approve amended resolution for Out of State Travel to Chicago for the Public Health Nurse to attend training for the Home Visiting Program by Djumadi/Gannon. Motion carried by UVV.
11. **Public Health: Discuss and/or approve request for a LTE for the vacant Public Health Nurse position.** Interim Director Oleson stated that the Department would like to fill the Public Health Nurse and Public Health Nurse Supervisor vacancies with one Limited Term Employee. This request is being presented to the Board because Public Health Officer Grosshuesch is looking to shift nursing responsibilities to the other nurses



and bring in a non-nurse while she looks at restructuring the Public Health Division. At the same time, recruitment is active to find a Public Health Nurse Supervisor to work with Grosshuesch to begin restructuring. Grosshuesch will strategically look at the needs of her Division to capitalize on the strengths of her staff and also meet the needs of Adams County. No positions are planned for elimination but restructuring and possibly reclassifying positions is possible. It is not known at this time what restructuring will look like and Grosshuesch will use the State as a resource for this project. Motion to approve request for a LTE for the vacant Public Health Nurse position by Djumadi/Gannon. Motion carried by UVV.

**12. Next Regular Meeting Date** – Monday, April 11, 2016 @ 4:00 p.m.

**13. Adjournment:** Motion to adjourn at 5:24 p.m. by Harvey-Beversdorf/Gilner. Motion carried by UVV.

*These minutes have not yet been approved by the committee.  
Minutes respectfully submitted by Ruth Horndasch.*

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Jack Allen –Chairperson

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Ruth Horndasch – Recording Secretary

## ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

THURSDAY, MARCH 10, 2016 AT 9:00 A.M.  
HIGHWAY DEPARTMENT CONFERENCE ROOM  
1342 COUNTY ROAD "F", ADAMS, WI

**MEMBERS PRESENT:** Larry Babcock ~ Chairperson  
Florence Johnson ~ Vice-Chairperson  
Jake Roseberry  
Dan Wysocky  
Mark Hamburg

**OTHERS PRESENT:** Patrick Kotlowski ~ Highway Commissioner, Bob Buerger, Lavern Fisher and Everett Johnson

**CALL MEETING TO ORDER:** The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, March 10, 2016.

**WAS THE MEETING PROPERLY ANNOUNCED?** YES

**ROLL CALL:** BABCOCK, JOHNSON, ROSEBERRY, WYSOCKY AND HAMBURG. ALL MEMBERS PRESENT.

**APPROVAL OF AGENDA:** *Motion by Hamburg to approve the Agenda as presented, second by Wysocky. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:** NONE

**APPROVAL OF MINUTES OF LAST MEETINGS (FEBRUARY 11, 2016 & FEBRUARY 16, 2016):** *Motion by Hamburg to approve the Minutes as printed of the Adams County Highway Department Committee Meetings for February 11, 2016 & February 16, 2016, second by Wysocky. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & ACT ON COUNTY ROAD P (CTH G TO MARQUETTE COUNTY LINE) CONSTRUCTION OVERSIGHT / AECON:** The Highway Committee reviewed the County Road P (CTH G to Marquette County Line) Construction Oversight Task Order that was submitted by AECON. Task Order is for an amount of \$223,681.56, which includes two full time employees on the project. *Motion by Johnson to postpone the CTH P (CTH G to Marquette County Line) Construction Oversight until next month, and have AECON review the costs and staffing needs, second by Roseberry. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & ACT ON COUNTY ROAD P (CTH G TO MARQUETTE COUNTY LINE) CONVEYANCE OF RIGHTS IN LAND, LUMP SUM AGREEMENT AND COST ESTIMATE / ADAMS-COLUMBIA ELECTRIC COOPERATIVE:** Highway Committee reviewed and discussed the County Road P (CTH G to Marquette County Line) Conveyance of Rights in Land, Lump Sum Agreement and Cost Estimate for Adams-Columbia Electric Cooperative. This is being brought before the Committee because it is not part of the Nominal Payment Parcel Report, previously approved by this Committee. Utilities are compensable items on construction projects when exterior of the existing Right-of-Way is impacted by the project. Of the three utilities on the project, Adams-Columbia is the only one that is compensable. *Motion by Roseberry to approve the County Road P (CTH G to Marquette County Line) Conveyance of Rights in Land, Lump Sum Agreement and Cost Estimate for Adams-Columbia Electric Cooperative as presented, second by Johnson. ROLL CALL VOTE: Babcock: YES, Johnson: YES, Roseberry: YES, Hamburg: YES and Wysocky: ABSTAINED. MOTION CARRIED.*



**REVIEW & ACT ON COUNTY ROAD P (CTH G TO MARQUETTE COUNTY LINE) ADMINISTRATIVE REVISIONS, OFFERING PRICE REPORTS AND APPRAISALS:** Highway Committee reviewed the Administrative Revisions for Parcel 24 as recommended by Timbers-Selissen-Rudolph Land Specialists. Public comment: Lavern Fisher stated that the original offer was fair and that he felt the revision was too much. *Motion by Roseberry to approve the County Road P Administrative Revision for Parcel #24, for an increase of \$700.00, total amount \$9,700.00, second by Johnson. VOICE VOTE. ALL IN FAVOR. MOTION CARRIED.*

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- Winter Storms
- Tree Cutting CTH Z (South of Alpine)
- Tree Cutting STH 23 & CTH G
- Crack filling CTH A / East & South of Brooks
- Wood for Sale by bid
- Wash Bay Plans
- Truck sent to Universal to mount Attenuator
- Auction: Truck #133 possible for next sale, using oil
- STP Project CTH Z / 2018

**FINANCIAL REPORTS:** *Motion by Wysocky to approve the December 2015 Final, January 2016 and February 2016 Financial Reports as presented, second by Hamburg. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**VOUCHERS:** The Highway Department monthly check summary report was presented to the Committee for review. *Motion by Wysocky to approve the Monthly Check Summary report as presented, second by Hamburg. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:**

- Wash Bay Construction Bids
- Oil Quotes
- Machinery Replacement
- CTH P Oversight Construction
- Construction, Maintenance & Design Projects for 2016

**SET NEXT MEETING DATE AND ADJOURN:** *Motion by Wysocky, second by Hamburg, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, April 14, 2016 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 10:22 A.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

**LAND & WATER CONSERVATION COMMITTEE MEETING****February 8, 2016 – 1:00 P.M.****Courthouse Conference Room: A231**Minutes

The meeting was called to order by Chair Stuchlak at 1:06pm. Pledge of Allegiance and roll call were conducted.

The meeting was properly announced.

**Present:** Committee Members: Joe Stuchlak, Chair, Paul Pisellini, Barb Morgan, Dan Wysocky, Kevin Bork and Onie Karch. Heidi Roekle's position continues to be vacant. *LWCD*- Wally Sedlar, County Conservationist and Reesa Evans, Lake Specialist. *Concerned citizens:* Kay Olson-Martz, Jennifer Keuning GHD. *Technical Advisors:* Lisa Zamzow and Megan Hoffman, NRCS

**Approval of Agenda:** Upon motion by Wysocky, second by Karch, the agenda was approved unanimously.

**Approval of Minutes of January 11, 2016:** Upon motion of Karch, second by Bork, the minutes of the January 11, 2016, committee meeting were approved unanimously.

**Wildlife Abatement:** Sedlar announced that the APHIS costs for 2015 were \$42,603.13. All billing has been completed.

**NRCS:** Hoffman introduced Lisa Zamzow as the new acting DC from the Westfield office. A CSP sign-up goes until 3/31/16. If a 2<sup>nd</sup> round of EQIP is funded, that will be due 3/4/16.

**WDNR:** None.

**LWCD:** A short discussion about a proposed resolution from other sources regarding high-capacity wells and groundwater was discussed. Sedlar will draft a proposed resolution relevant to Adams County and present it at the March 2016 meeting. Sedlar reported that talking to agricultural producers in the Mason Lake subwatershed was going well; he expected to be meeting with the Lake District board soon. Evans will be working on updating the lake management plan for Mason Lake.

**CWWP:** Wysocky announced that the next meeting wouldn't be until April 2016.

**GOLDEN SANDS RC&D:** Stuchlak said that the last meeting revolved around discussion about proposed bills affecting water issues, such as fish farming in navigable waters and high-capacity wells. A public hearing on some of the bills will be held on 2/10/16. Al Barden, one of the officers of Golden Sands RC & D, was inducted into the Forestry Hall of Fame. A video of the induction ceremony is available on YouTube. He was also recognized for 25 years of service to Golden Sands RC&D. Evans announced that Golden Sands RC&D did not receive one of the AIS WDNR grants it had applied for, so would be laying off one of its AIS Coordinators.

**THESE MINUTES HAVE BEEN APPROVED**



**FARM SERVICE AGENCY:** Bork said that the complaint from Adams County that it received no Farm Bill payments was passed on to the state group, which forwarded it to someone in Washington DC. Several farmers also sent letters questioning the non-payment.

**DUCK CREEK:** None. The annual meeting will be held on February 18, 2016.

**Financials:** Sedlar passed out the newest financial reports. The 2015 final report was included in the packets. Reimbursements on several grants are outstanding: \$136,130.98 from DATCP for staffing; \$99,578.81 for nutrient management; \$1731 for conservation aids to Goose Lake; about \$30,000 from the WDNR AIS grant. An application to the dam maintenance grant fund for repairs on the Fawn Lake dam was submitted for about \$300,000. A check was received from the leasees of the Cottonville Dam. Sedlar would like to start depositing those funds in a non-lapsing account that could ultimately be used to purchase a vehicle for use for dam activities. Motion made by Wysocky, second by Pisellini, to approve financial reports. Motion carried unanimously.

**New Chester Dairy:** Sedlar disbursed a letter he sent to GHD, NRCS, DATCP, and the WDNR about needed actions before any movement forward on the GHD request for a variance. Jennifer Keuning of GHD announced that GHD was formally withdrawing its request for alternative construction and will go forward with the plan originally approved.

**Woods Violation:** Sedlar indicated there were continuing issues with compliance. Citations for violations of the Manure Storage Ordinance were issued last Friday and today. He intends to issue daily citations until there is compliance. The court date for the first citation is February 17, 2016. He offered to work with them and the nutrient plan consultant they hired, but they refused. He informed them of their right to complain to the committee, so they may attend next month's meeting. He asked for guidance from the committee about continuing. By consensus, the committee told him to go forward.

**Communications:** Sedlar passed out copies of the LWCD 2015 annual report sent to DATCP.

Sedlar passed around a letter from DATCP that said if Adams County issued a variance to GHD, it ran the risk of losing its DATCP staffing funding. This issue is now moot since GHD has withdrawn its request.

He also passed around a copy of a resolution from the Lake Winnebago district about groundwater. Stuchlak provided a copy of one from Wood County to Sedlar. Sedlar will review them and bring a proposal to next month's meeting applicable to Adams County.

Karch discussed the public hearing for 2/10/16 on Assembly Bill 653 about drainage districts & corn production, as well as instances of municipalities taking over drainage districts. The hearing will also deal with AB 477 about high capacity wells.

Sedlar said he is still working on the Leola Drainage District issues. There is a debt owed to the county for about \$100,000 that the county wrote off, but he isn't sure if it was waived as well. This issue needs to be settled before the district can be reinstated or resolved. Stuchlak said that a report on the drainage district status should be placed on the agenda every month until things are resolved.

There has been no official word on the status of the Friendship Dam. Sedlar heard that the WDNR held an internal meeting, but no results have been communicated.

**THESE MINUTES HAVE BEEN APPROVED**

## LAND &amp; WATER CONSERVATION COMMITTEE MEETING

March 14, 2016 – 1:00 P.M.

Courthouse Conference Room: A260

Minutes

The meeting was called to order by Chair Stuchlak at 1:00pm. Pledge of Allegiance and roll call were conducted.

The meeting was properly announced.

**Present:** Committee Members: Joe Stuchlak, Chair, Paul Pisellini, Barb Morgan arrived at 1:30pm, Dan Wysocky, and Onie Karch. Heidi Roekle's position continues to be vacant. Kevin Bork was excused. *LWCD-* Wally Sedlar, County Conservationist and Michelle Harrison, Program Coordinator. *Technical Advisors:* Lisa Zamzow, NRCS and Barry Benson, USDA.

Motion by Wysocky/Pisellini to approve the agenda. Motion carried by unanimous vote.

Motion by Karch/Wysocky to approve the minutes of February 8, 2016. Motion carried by unanimous vote.

**Discuss and/or act on Curtis Krueger's deer fence issue.** Barry stated that another complaint came in about deer in the fenced in area. He stated that two things could be done, 1) send a letter stating that he would need to pay back the cost of the fence. 2) Get the DNR involved since they are able to fine for harboring deer inside the fence. Discussion took place. *Motion by Wysocky/Karch to send Mr. Krueger a letter to include last year and this year's issues/events and how law enforcement will be involved.* Motion carried by unanimous vote.

**Report on NRCS-** Lisa gave her report. EQIP deadline was March 4<sup>th</sup>. Conservation Stewardship deadline is March 31<sup>st</sup>. Sometime in July is the cover crop deadline.

**Report on WDNR-** None.

**Report on L&WC department activities-** report in packet. Stuchlak asked about the number of projects that Sibilsky had for buffers. Sedlar stated that he had a few.

**Report on Central Wisconsin Windshed Partners-** Wysocky reported that the CWWP Board meeting scheduled for April 12<sup>th</sup> will be rescheduled after elections and County Board appointments are made. Next meeting will be tentatively scheduled for some time in June.

**Report on Golden Sands Resource Conservation and Development-** Stuchlak stated that the *next meeting will be this Thursday. He will not be able to attend, however Pisellini might fill in for him.*

**Report on USDA Farm Services Agency-** none

**Report on Duck Creek Activities-** Stuchlak stated that Robin Skala was elected President. He also stated that Duck Creek donated \$100 to the Conservation Field days.

**THESE MINUTES HAVE BEEN APPROVED**



**Financial Report-** Sedlar reported that for 2015 we still have 2 DNR grants that we are waiting for reimbursement for. AIS grant for \$30,470.73 and the Lake Protection Grant in the amount of \$23,517.40—*Motion made by Pisellini/Karch to accept the financial report as is. Motion carried by unanimous vote.*

**Discuss and/or act on Resolution to encourage the State of Wisconsin to Enact Meaningful Legislation to protect groundwater resources.** There are 9 other counties that have passed this same resolution to move it forward to the State Legislation. *Motion made by Pisellini/Karch to adopt the resolution to encourage the State of Wisconsin to Enact Meaningful Legislation to protect groundwater resources. Motion carried by unanimous vote.*

**Discuss and/or act on Woods Violation regarding the Animal Waste Management Ordinance.** Sedlar reported that at the last court date the Judge gave the Woods another 2 months to comply. Sedlar reported that progress is being made. He has been in contact with the Woods and their person that is helping them with their nutrient management plan. Stuchlak asked that this item be placed on next month's meeting for an update.

**Discuss and/or act on Adams County attendance at Golden Sands RC&D and Membership dues for Golden Sands RC&D.** Golden Sands has sent an invoice for 2016 dues for \$1900. The amount budgeted was \$350. Golden Sands is trying to cover fixed costs due to cuts in funding. Discussion took place. *Motion made by Pisellini/Karch to pay the \$350 yearly dues that has been budgeted. Motion carried by unanimous vote.*

**Discuss and/or act on annual review of the Tri-Lakes Memorandum of Understanding with Adams County.** The memorandum is to be reviewed every year in March. Discussion took place. Sedlar stated that the driveway has not been maintained as stated in the memorandum. *Motion made by Pisellini/Karch to approve the Memorandum of Understanding and to also include a letter explaining the outstanding maintenance issues that need to be addressed. Motion carried by unanimous vote.*

**Communications:** A sympathy card was passed around for the committee to sign for the passing of past committee member Terry James. Sedlar discussed the handout about the final approval of the LWRMP plan by Secretary of Ag Ben Brancel. Secretary Brancel contacted to local Ag producers to get their opinion of the plan and all comments were positive. Camelot Lake Dam actuator is not working again, possibly another rock, Sedlar is looking into the options of getting this fixed. He is working with Staab Construction. It could possibly cost the county \$50,000 to fix the gate. The Conservation Program Coordinator position needs to be filled. Sedlar is working with Marcia to get the position filled.

**Items for next month's Land and Water Conservation Committee meeting:** Woods violation

Next meeting date: April 11th, 2016 at 1:00pm in room A231

Motion by Wysocky/Pisellini to adjourn at 1:45p.m. Motion carried by unanimous vote.

Respectfully submitted,  
Michelle Harrison  
Recording Secretary

*Michelle Harrison*

**THESE MINUTES HAVE BEEN APPROVED**

The meeting was called to order at 1:04 p.m. by Mary Nelson, Board President in the library meeting room. Present were Nelson, Townsend, Peterson, Edwards, Bob Thieme and Library Director Erin Foley. Excused: Challoner and Kreten.

The meeting was properly announced.

A motion was made to amend the agenda to add discussion of early library closing following item #16. Townsend made motion to approve the amended agenda, second by Nelson. Motion carried.

Public input is invited and Bob Thieme was present.

#### Recommended Actions

Motion made to approve January 25, 2016 minutes as submitted by Nelson/Townsend. Motion carried.

Financial reports were reviewed. Motion to approve by Nelson/Townsend. Motion carried.

#### Communications and Reports

Director Foley noted that a \$50.00 memorial donation was received. Gift was accepted and thank you note will be sent.

Nelson reported that the Return of Library Materials Bill passed both houses and is awaiting the governor's signature.

SCLS: Nelson reported that at the January SCLS meeting a report was given concerning the upcoming Budget/Financial audit. Business included: election of officers, committee assignments, choice of National LLD representative and the new AC representative.

Director's Report: Foley reported that circulation of physical materials remains down; however, Overdrive (ebook) circulation is up perhaps indicating an increase of Internet access among members and/or more awareness of this service. The budget is on track for yearly spending. Quick notes included information regarding staff training, a potential library newspaper subscriptions solution through SCLS delivery, the overview of audiobooks and large type nonfiction show healthy circulation and the need for additional resources, and a new search is taking place for a replacement people counter. Foley also noted the status of the Library Materials bill, a snow day closure on Feb. 2 at 1 p.m. and that a document to be reviewed by the Library Board was received from Corp. Counsel. This Adams County Ordinance Codification needs review and action at the March meeting.

Kreten and Nelson completed the library financial audit on Feb. 15, 2016 and found that all was in order and fully compliant.

Foley shared the completed 2015 Annual Report which will be submitted to SCLS & DPI. Townsend/Edwards approved for board signature. Motion carried.



Review of library bylaws, including board member compensation/reimbursement, was tabled by Townsend/Peterson motion for action at the March meeting. Motion carried.

February 17, 2016 was Library Legislation Day and Nelson attended. She commented on the positive experience and support, questions and interest of the legislators she met.

Foley presented an update to the Library Personnel Policy regarding regulations of staff's internal use of resources. Action was tabled until the March meeting.

It was reported that there was large attendance and good weather for the Chocolate Affair. No member from The Friends of the Library was present to report, but it was relayed that they did well on their proceeds. The library sales of used materials was over \$100.

Nelson wondered if the library will be participating in the ALA-supported Read-a-thon on May 21st. Foley will look into the details and report at the next meeting.

Discussion on the protocol to follow in the event of an early library closing was held. Foley will contact the county administrator in the event of inclement weather for direction.

Possible agenda items for future meetings:

- Library Bylaws (including board member mileage and meeting compensation)
- Library Personnel Policy
- Library Policy
- Adams County Ordinance Codification (Corp. Counsel document)
- Read-a-thon in May

Motion to adjourn was made by Edwards/Townsend at 2:20 p.m. Motion carried.

Next meeting will be March 28 at 1:00 p.m.

Respectfully Submitted,

Danna Peterson



Meeting was called to order at 9:00 a.m. by Chairman Repinski. The meeting was properly announced. Roll call: Djumadi, Gilner, Kotlowski, Pisellini and Repinski present. Also present: Kubisiak, Zander, Hamman and David Trudeau.

Motioned by Pisellini/Gilner to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Gilner to approve the February 9, 2016 minutes. Motion carried by unanimous voice vote.

Public Participation: David Trudeau showed pictures and gave a verbal presentation regarding the Camelot Dam property.

Djumadi abstained from the following bid reading/voting:

*Item #7 Open and act on bids for tax foreclosure property/resolutions.* Gilner opened the bid, Kotlowski read bid. Bid from Djumadi in the amount of \$1,000 with \$100 down payment for parcel #23-468 Duffers Trail. Motioned by Gilner/Kotlowski to accept bid. Motion carried by unanimous voice vote; Djumadi abstained. Motioned by Djumadi/Kotlowski to approve 2 tax property resolutions. Motion carried by unanimous voice vote.

*Item #8 Discuss and/or act on resolution for county property #126-137.* Motioned by Djumadi/Gilner to approve the resolution for parcel #126-137. Motion carried by unanimous voice vote.

*Item #9 Update on property at 930 Buttercup, Town of Big Flats.* Property title search is free and clear.

*Item #10 Update on Veterans Memorial in Adams County (Scott Sorenson).* No update was given.

*Item #11 Update on maintenance items.* Hamman gave the following update:

- Re-carpeting is done in the Courtroom conference rooms
- Courtroom B carpeting is scheduled for December
- Annex roof prices
- Fairgrounds storm water run-off
- ADRC non-compliance

*Item #12 Update on courtroom safety.* No update was given at this time.

Next meeting date: April 14<sup>th</sup>, 2016 at 9:00 a.m.

Items on next agenda:

*Update from Wally Sedlar on Firewise;  
2.5 acre landlocked site in Big Flats will be visited.*

Motioned by Djumadi/Kotlowski to adjourn at 10:43 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have not been approved by the committee.

CP\ck



**Public Safety & Judiciary Committee**Wednesday, March 9, 20169:00 a.m. – Conference Room A260**MINUTES**

Vice-Chairman Eggebrecht called the meeting to order at 9:00 a.m. The meeting was properly announced.

Committee members present: Robert Eggebrecht, Robert Grabarski, and Jerry Kotlowski – Jack Allen and Orin Nigh were excused.

Others present: Carol Collins, Janet Leja, Kathie Dye, Chris Langer, and Terry Fahrenkrug

**Motion by Kotlowski to approve the agenda, seconded by Grabarski. Motion carried by unanimous vote. Allen and Nigh – Excused**

**Motion by Grabarski to approve the February 10, 2016 minutes, seconded by Kotlowski. Motion carried by unanimous vote. Allen and Nigh – Excused**

There was no public participation. There was no correspondence.

District Attorney – Tania Bonnett and/or Jonathan Barnett – Not Present

The District Attorney's Office was not schedule to attend the meeting. Committee was provided with a financial report for February. There were no questions.

Eyes of Hope Shelter—Kris Steffens — Not Present

Steffens was not scheduled to attend the meeting. There was no written report for February to review.

Family Court Commissioner – Dennis McFarlin – Not Present

McFarlin was unable to attend the meeting. Committee was provided with a written report for February. There were no questions.

Child Support – Janet Leja – Present

Committee was provided with a written and financial report for February. Leja discussed the performance measures and stated they are doing well. There was nothing unusual to report on the financial report and there were no questions. Leja explained that the CSA staff presented the teenage pregnancy prevention program to almost all the 8<sup>th</sup> grade health classes in February. Leja stated it is a good program and working well as the teen pregnancy rate is decreasing. Committee was provided with the Lead Child Support Specialist job description for review. Leja explained **the current Child Support Specialist job description needs to be updated to reflect the increased job duties that the employee is doing at this time.** It was recommended by the Personnel Office that the updated job description be reclassified to Lead Child Support Specialist and moved up a grade. Leja explained that the committee only needs to approve the updated job description at this time as the Admin & Finance and Executive Committees would need to approve the reclassification. **Motion by Grabarski to not approve the Lead Child Support Specialist job description at this time, seconded by Kotlowski. Motion carried by unanimous vote. Allen and Nigh – Excused.** Supervisor Grabarski stated he will be bringing up the issue of reclassifications at the next Admin & Finance Committee meeting as this issue needs to be resolved.

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Clerk of Circuit Court – Kathie Dye – Present

Committee was provided with a written and financial report for February. There were no questions. Dye stated that February was not a busy month for her office. Dye informed the committee that she attended the 2016 Clerk of Circuit Court Institute in February and discussed what was covered at the conference. Dye stated out-of-county judges were here 5 days in February dealing with 6 cases and explained that the clerks in her office clerk for our judge, visiting judges, and the court commissioners. Dye stated that e-filing will become mandatory in July 2016 for the pilot counties and anticipates that Adams County will be required to have mandatory e-filing around January 2017.

Register in Probate – Chris Langer – Present

Committee was provided with a written and financial report for February. There were no questions. Langer stated she will not be able to attend the juvenile conference next month due to staffing issues, but is planning to attend the probate conference in May. Langer explained that she is in the process of reorganizing the office and stated it will most likely take a year before everything is completely organized. The changes she is making will be beneficial for her office in the future.

Emergency Management – Jane Gervais – Not Present

Emergency Management was not scheduled to attend the meeting. Committee was provided with a written and financial report for February. There were no questions.

Medical Examiner – Marilyn Rogers – Not Present

The Medical Examiner's Office was not scheduled to attend the meeting. Committee was provided with a written and financial report for February. There were no questions.

Sheriff's Office – Chief Deputy Fahrenkrug – Present

Committee was provided with the financial report and the animal control report for February. There were no questions. Committee was informed of the Adams County Citizens Academy that will be starting in April which is being funded by a donation from Milk Source. The academy will be held one night a week from 6 – 9 p.m. for six weeks. Fahrenkrug explained the academy is a way for the community to gain an overall understanding of how the Adams County Sheriff's Office works. Committee was given an update on the food services in the jail and was informed there is currently a five year agreement with Serve Right to provide these services. Committee was provided with the social hosting ordinance and discussion was held. Fahrenkrug answered the committee's questions and addressed their concerns. **Motion by Eggebrecht to approve the social hosting ordinance as presented, seconded by Kotlowski. Motion carried by unanimous vote. Allen and Nigh – Excused.**

**Motion by Grabarski to approve vouchers and monthly expense reports as presented, seconded by Kotlowski. Motion carried by unanimous vote. Allen and Nigh – Excused**

Identify upcoming agenda items: None at this time

**Set next monthly meeting date as April 13, 2016 at 9:00 a.m.**

**Motion by Grabarski to adjourn, seconded by Kotlowski. Motion carried by unanimous vote. Allen and Nigh – Excused. Meeting adjourned at 10:04 a.m.**

*These minutes have not been approved by Public Safety & Judiciary Committee.*

Respectfully Submitted,

Robert Grabarski  
Secretary



**SAFETY COMMITTEE MEETING***Minutes***March 17, 2016/ 2:00 pm /Room A160**

1. The Meeting was called to order by Chair Pisellini at 2:01 pm.
2. The meeting was properly announced.
3. Present: Supervisor Paul Pisellini; Committee members Brenda Quinnell and Tracy Hamman; Mark Rumpel, MEUW Safety Coordinator; Thaddeus Kubisiak, County Manager; Jane Gervais, Emergency Management; and Ruth Horndasch, Health & Human Services. Pat Kotlowski and Marcia Kaye were excused.
4. Quinnell made motion to approve the Agenda, seconded by Hamman. Motion carried by voice vote.
5. Motion by Quinnell and seconded by Hamman to approve the Minutes from the February 10, 2016 meeting. Motion carried by voice vote.
6. There was no public participation.
7. Rumpel distributed copies of a 2010 Department of Commerce Inspection Report and Orders that listed some areas of concern, including Confined Spaces. A discussion was held on the report and where the response was.
8. Mark Rumpel distributed his *2016 Safety Coordinator Report* showing work completed to date.
9. Discussion & action on continued topics:
  - a. MSDS Online: A discussion was held regarding an additional license for the Maintenance Department at a cost of \$100.00. Quinnell motioned, seconded by Pisellini, to purchase another license from MSDS Online for the Maintenance Department. All in favor; motion carried.
  - b. Multi-gas Meter (Hwy, SW, Maintenance): nothing new
  - c. Respirator Fit Testing: Ruth with speak with Sarah Grosshuesch at Public Health.
  - d. Confined Entry training/grant: At the request of the Safety Committee, Gervais had applied for a grant for confined space training. The instructor's travel fees will not be covered by the grant, so she wanted to make sure the committee still wanted to proceed. Also the question was previously raised by committee members if the insurance company could offer it. Correspondence with the insurance company indicated that the training they offered was only for the Highway Department and the question of whether it was for just refresher or the attendant/entrant & rescue training was raised. A discussion was held on the need for full training and a rescue team in the community. Motion by Quinnell to have Gervais proceed with the grant application. The additional travel expense of \$568.00 that is not covered by the grant will be paid from the safety budget. Motion seconded by Hamman. All in favor; motion carried.
10. Discuss and/or act on status of safety policies.
  - a. Ergonomics Program – forwarded to Property
  - b. General Safety Policies & Safe Work Practices – forwarded to property
  - c. Fire Prevention Policy – forwarded to Property
  - d. Tools & Equipment Policy – forwarded to Property
  - e. Power Industrial Trucks – annual review
  - f. Hearing Conservation Program – annual review

Rumpel will discuss Kaye regarding which programs to forward on.

11. Review of February/March worker's compensation claims: No reports at this time.
12. Discussion on County Liability claims: No reports at this time.
13. Identify Upcoming Agenda Items – Add new as required.
14. Next Meeting Date: Wednesday, May 11, 2016 at 2:00pm in Room A160.

Motion by Hamman to Adjourn, seconded by Quinnell at 2:55 p.m. Motion carried by unanimous voice vote.

*These minutes have not yet been approved by the Safety Committee.*

*Brenda Quinnell, Acting Recording Secretary*



**ADAMS COUNTY SOLID WASTE COMMITTEE**

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**Wednesday, March 9, 2016, 6:00 PM**

**Landfill Office, 1420 Hwy 21, Friendship, WI 53934**

**MEMBERS PRESENT:** Florence Johnson, Chair  
Larry Babcock, Vice-Chair  
Paul Pisellini  
Barb Morgan  
Mark Hamburg

**OTHERS PRESENT:** Brenda Quinnell, SW Director  
Thaddeus Kubisiak, County Manager/Admin Coordinator

**CALL MEETING TO ORDER:** The meeting of the Adams County Solid Waste Committee was called to order by Chair Florence Johnson at 6:00 P.M.

**WAS THE MEETING PROPERLY ANNOUNCED? YES. ROLL CALL:** JOHNSON, BABCOCK, MORGAN, PISELLINI, and HAMBURG.

**APPROVAL OF AGENDA:** *Motion by Hamburg, second by Morgan, to approve the agenda as presented. All in favor; motion carried.*

**NOTICE THAT THE COMMITTEE MAY DISCUSS AND ACT ON ANY AGENDA ITEMS LISTED.**

**APPROVAL OF OPEN SESSION MINUTES FROM THE FEBRUARY 3, 2016 REGULAR SOLID WASTE MEETING:** *Motion by Morgan, second by Pisellini, to approve the Open Session minutes as presented for the February 3, 2016 Solid Waste meeting. All in favor; motion carried.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:** None

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** There were no communications, correspondences or other business matters presented.

**FINANCIAL REPORT:** Quinnell explained that the deficit is due to construction costs and that the balance sheet will reflect the monies borrowed from the County to cover these costs. *Motion by Morgan, second by Pisellini, to accept the financial reports as presented. All in favor; motion carried.*

**FIXED ASSETS REPORT:** Quinnell reported that she has completed the reports and will be using them for depreciation.

**UPDATE ON PROPERTY INSURANCE:** Kubisiak reported that he has met with an insurance company and will have more information next month.

**SITE REPORT:** Quinnell distributed and the Committee reviewed the Site Report dated March 9, 2016 (see attached copy). *Motion by Hamburg, second by Babcock, to approve the Site Report as presented. All in favor; motion carried.*

**LAND RENTAL:** Quinnell reported that she had received a request from a local farmer to lease the approximate 10 acres west of the clay pit. She asked Kubisiak if this could be done without putting it out for bids considering it will be such a small amount of revenue each year? Kubisiak reported that he checked with Corporation Counsel and he advised that bids be taken because other land is currently leased for the same purpose. Johnson recommended that the parcel be proven accessible and not land-locked. *Motion by Hamburg, second by Morgan, to follow the recommendations and put the land lease up for bid, with a recommended contract period of 3-5 years, depending on the recommendations of Corporation Counsel and the Solid Waste Foreman. All in favor; motion carried.*

**CLEAN SWEEP/TIRE & APPLIANCE ROUND-UP:** Quinnell reported that the Clean Sweep will be held on July 23, 2016. She noted that this is also Adams County Fair weekend, but due to the hazardous waste contractor's limited availability, she only had two weekends to choose from and the other choice wouldn't work at all. A discussion was held on tires prices and how the Fair would affect farmers in bringing in items. Quinnell will consider extending the period for tire disposal to the week prior and/or after the event, or to make it a separate event altogether.

**DISCUSS AND/OR ACT ON APPROVAL OF CODE REVISIONS AS RECOMMENDED BY GENERAL CODE FOR THE SOLID WASTE DEPARTMENT:** Kubisiak explained that during the codification process, the company submits recommended changes for the department ordinances and these changes were reviewed by Quinnell, Kubisiak and Corporation Counsel. *Motion by Hamburg, second by Babcock, to accept the changes as recommended. All in favor; motion carried.*

**APPROVE ANY VEHICLE/EQUIPMENT PURCHASES/RENTALS:** There were none.

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** There were none.

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** The following items may be placed on the next agenda: Updates on pertinent items, Land Rental, and Insurance Costs.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, April 13, 2016 at 6:00 PM at the Landfill.

*Motion by Hamburg, second by Babcock, to adjourn until the next meeting. All in favor; motion carried.* Meeting adjourned at 7:22 P.M.

Respectfully submitted, Brenda Quinnell, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

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**SITE REPORT ATTACHED**



**ADAMS COUNTY SURVEYOR'S OFFICE**  
GREGORY P. RHINEHART, COUNTY SURVEYOR  
(608)-339-4226 (608)-339-3808  
P.O. BOX 187 -- FRIENDSHIP, WI 53934

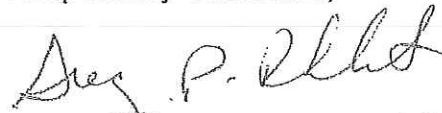
ADAMS COUNTY SURVEYOR'S REPORT # 508

Report for the month of March, 2016

The 2016 Project in Dell Prairie, New Haven, Jackson and Springville is continuing.  
The fieldwork is about 75% complete.

I am continuing to respond to queries from the public and perform the duties of my office.

Respectfully Submitted;



Gregory P. Rhinehart,  
Adams County Surveyor

4/6/2016

ADAMS COUNTY SURVEYOR'S OFFICE  
 GREGORY P. RHINEHART, COUNTY SURVEYOR  
 P.O. BOX 187, FRIENDSHIP, WI 53934  
 (608) 339-4226

SUMMARY OF ACCOUNTS 2016

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,900.00	\$25,500.00	\$ 300.00
JANUARY	325.00	6,051.41	100.00
Balance	\$3,575.00	\$19,448.59	\$ 200.00
FEBRUARY	325.00		
Balance	\$3,250.00	\$19,448.59	\$ 200.00
MARCH	325.00	7,968.54	
Balance	\$2,925.00	\$11,480.05	\$ 200.00
APRIL			
Balance			
MAY			
Balance			
JUNE			
Balance			
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
Grand Total			





## Extension Committee Minutes of Meeting

March 8, 2016 @ 1:00 PM

1. **Call to Order:** Meeting was called to order at 1:00 p.m., in Room 123, Adams County Community Center by Florence Johnson, Chair.
2. **Roll Call: Board Members:** Florence Johnson, Dan Wysocky, Robin Skala, and Rocky Gilner – Present. Larry Borud – Excused.  
**Extension Staff:** Jennifer Swensen, Leah Eckstein, Angela DeSmith and Lynn Dolata – Present. Linda Arneson – Excused.  
**Others Present:** Tom Schmitz, Director, UW-Extension North Central Region; Thad Kubisiak, County Manager; Jill Hicks, Regional Associate, UW-Extension North Central Region .
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Wysocky and Second by Gilner to approve agenda. Motion carried by unanimous voice vote.
5. **Approve Minutes:** Motion by Wysocky and Second by Skala to accept minutes of January 12, 2016 Extension Committee Meetings. Motion carried by unanimous voice vote.
6. **Public Participation:** None
7. **Communication:** None
8. **Items for Action or Discussion:**
  - a) **Ag Agent Position** – Holding on position per Tom Schmitz, we will continue working with other counties.
  - b) **Support Staff Part-Time Position Update** – Holding on filling this position at this time.
  - c) **Review and place on file monthly reports of Jennifer Swensen, Leah Eckstein, Ken Cleveland and WNEP.** Monthly reports were reviews and discussed. Motion by Johnson Second by Skala to place monthly reports on file. Motion carried by unanimous voice vote.
  - d) **Review Calendars of Extension Education Staff:** Committee reviewed current calendars for all education staff.
  - e) **Review Check Summary and Financial Statements:** Check Summary for February 2016 and Financial Statements for December 2015, January and February 2016 were reviewed and discussed. Motion by Wysocky Second by Skala to place Check Summary and Financial Statements on File. Motion carried by unanimous voice vote.
  - f) **nEXT Generation Update:** Tom Schmitz spoke about the Next Generation and plans for the reorganization of UW-Extension, due to the 3.6 million dollar budget cut. Plans are in place

for the new area including Adams, Marquette, Waushara, Green Lake and Juneau counties. Area Leaders will be hired and serve as Department Heads for the entire area.

- g) Community Center: At the request of the Committee pictures of issues inside and outside of the building will be taken and sent to Rocky Gilner who will bring up at the Property Committee meeting being held, Thursday, March 10 at 9 a.m.
9. Set Next Meeting Date: 1:00 p.m., April 12, 2016 at the Adams County Community Center.
10. Agenda for Next Meeting: None at this time.
11. Adjourn: Motion by Wysocky and Second by Skala to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 2:03 p.m.



Minutes taken by  
Lynn Dolata  
Recording Secretary  
UW-Extension, Adams County

\_\_\_\_\_  
Robin Skala, Committee Secretary

These Minutes Have Not Yet Been Approved By Committee